Reserve Officers’ Training Corps
2011 LEADER DEVELOPMENT AND ASSESSMENT COURSE (LDAC)
WARRIOR FORGE (WF) PREPARATION

Purpose. This circular provides information about the 2011 Leader Development and Assessment Course (LDAC) – WARRIOR FORGE (WF) and Officer Candidate School (OCS) Phase III at JBLM.

Applicability. This circular applies to all Cadets and officer candidates attending WF and the OCS Phase III at JBLM; 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, 8th Brigade, U.S. Army Cadet Command, ATTN: ATCC-HOP, Box 339500 (MS 83), JBLM, Washington, 98433-5000.

Distribution. For distribution to HQ Cadet Command, brigades, battalions, 205th Regiment WAANG, Soldiers and civilians assigned to WF, and officer candidates attending OCS Phase III.
Key Topics Up Front

SEATAC ARRIVAL: Upon arrival at SEATAC Airport report to Carrousel 16.

SILVER DOLLARS: End of WF Commissionees must bring a First Salute Silver Dollar with them. It has become extremely difficult to find the coins locally.

PACKING LIST: The list has changed and Cadets are now required to come to WF with an equipment inspection check list signed by campus Cadre.

BOOTS: As authorized by the Sergeant Major of the Army Leaders Book Notes – The message located at http://www.army.mil/-news/2008/06/20/10228-leaders-book-notes---boots/index.html explains the authorized Commercial Off the Shelf Boots. This message also contains a Power Point slide show which pictures authorized boots. Excluding the Tan “Jump Boot” style boot all boots shown are authorized at WF.

PROTECTIVE EYE WEAR: Bring from campus per Cadet Command issue policy. Left over models from years past will be issued to Cadets who lose, break or forget.

END OF WF COMMISSIONING UNIFORM: Class “A” Greens or Army Service Uniform (ASU).

PRIVATELY OWNED WEAPONS: Privately Owned Weapons are not authorized - don’t bring them!

REGIMENTAL CADRE BILLETING: Regimental Cadre will live in open bay, World War II-era barracks in the D Block of JBLM-NORTH.

REQUEST FOR FLIGHT PHYSICAL: Entries into CCIMS must be made NLT 2 MAY 11 (See Section III)

CADET TRAVEL and WARRIOR FORGE POLICY MEMOS - TO BE PUBLISHED
<table>
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<tr>
<th>Event</th>
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<th>Who</th>
<th>Para #</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>CCIMS Validation Checklist</td>
<td>1 Feb</td>
<td>HRT</td>
<td>11b</td>
<td>IAW guidelines in Appendix A</td>
</tr>
<tr>
<td>Complete and sign the DD Form 93 &amp; SGLI Form 8286 Acknowledgement Form</td>
<td>NET 1 Feb</td>
<td>HRT</td>
<td>14b(3)</td>
<td>PMS and Cadet complete and sign the SGLI/NOK Validation Document (Appendix B).</td>
</tr>
<tr>
<td>Scheduling &amp; Regimental Assignments</td>
<td>1 Feb</td>
<td>HRT</td>
<td>11c</td>
<td>Annotate status and desired cycle assignments of eligible Cadets</td>
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<tr>
<td>WF Planning Conference</td>
<td>31 Jan-4 Feb</td>
<td>Selected Personnel</td>
<td>2c(4)</td>
<td>See Annex A (WFPC Attendees) to OPORD 10-01 WFPC</td>
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<tr>
<td>Certified DA Form 705</td>
<td>NET 1 Mar</td>
<td>HRT</td>
<td>14b(4)</td>
<td>One certified (signed) and readable copy of the Cadet’s DA Form 705 (APFT Record) from the Spring Term</td>
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<tr>
<td>Certified DA Form 5500/5501</td>
<td>NET 1 Mar</td>
<td>HRT</td>
<td>14b(4)</td>
<td>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)</td>
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<tr>
<td>Cadets Special Diet request</td>
<td>1 Mar</td>
<td>HRT</td>
<td>23c</td>
<td>Cadets requiring special diet considerations for medical or religious reasons should request the appropriate annotation be made in the pre-WF CCIMS database.</td>
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<td>Medical Records sent to HQ, 8th BDE</td>
<td>2 Mar</td>
<td>HRT</td>
<td>14a(1)</td>
<td>Record Requirements IAW Appendix A</td>
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<tr>
<td>WF Terrain Walk</td>
<td>7-11 Mar</td>
<td>Selected Personnel</td>
<td>2c(5)</td>
<td>See Annex A (WFTW Attendees) to OPORD 10-01 WF Terrain Walk</td>
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<tr>
<td>Wet weather gear/ponchos</td>
<td>18 Mar</td>
<td>LOG Tech</td>
<td>15b,d</td>
<td>Battalions that do not have sufficient quantities of listed items must notify WF LOG Branch</td>
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<tr>
<td>Non-tariff ACUs</td>
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<tr>
<td>Personnel Records sent to HQ, 8th BDE</td>
<td>4 Apr</td>
<td>HRT</td>
<td>14a</td>
<td>Record Requirements IAW Appendix A</td>
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<tr>
<td>Cadet Travel Orders</td>
<td>4 Apr</td>
<td>HRT</td>
<td>12(TBP)</td>
<td>TBP</td>
</tr>
<tr>
<td>CWST Waiver</td>
<td>4 Apr</td>
<td>PMS</td>
<td>5b</td>
<td>If required, EOWF commissionees must request a Commissioning Swim Test Waiver from the CC CG</td>
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<tr>
<td>Diagnostic Swim Test Waiver</td>
<td>4 Apr</td>
<td>PMS</td>
<td>5a</td>
<td>If required, EOWF must request a Commissioning CWST Waiver from the CC CG</td>
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<tr>
<td>Release Following Graduation memorandum</td>
<td>4 Apr</td>
<td>PMS</td>
<td>12(TBP)</td>
<td>Require an authorization memorandum from the PMS. Cadets will also hand-carry a copy of the authorization memo to WF.</td>
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<tr>
<td>Early Release from WF Waiver</td>
<td>4 Apr</td>
<td>HRT</td>
<td>12(TBP)</td>
<td>BNs request exception to policy for the Cadet’s early release from WF through their BDE CDR to CDR, 8th BDE</td>
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<tr>
<td>Schedule AFAST Physical</td>
<td>2 May</td>
<td>HRT</td>
<td>16d(2)</td>
<td>CCIMS – Training Module (Cadet must have an AFAST score of 90 or higher)</td>
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<tr>
<td>BDE POC Roster</td>
<td>NET 18 May NLT 29 May</td>
<td>BDE S1 Section</td>
<td>33e(5)(b)</td>
<td>Name, position, organization (i.e. school or BDE HQ) and contact phone numbers (work, home and cell).</td>
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<tr>
<td>Commissioning Records sent to HQ, 8th BDE</td>
<td>2 Jun</td>
<td>HRT</td>
<td>14a(3)</td>
<td>Record Requirements</td>
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<tr>
<td>New Leader’s Orientation</td>
<td>3-8 Jul</td>
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<td>2c(2)</td>
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<tr>
<td>Educators’ Visit</td>
<td>10-13 Jul (non-Nurse) 10-14 Jul (Nurse)</td>
<td>Selected Invitees</td>
<td>2c(1)</td>
<td></td>
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<tr>
<td>Submit Post LDAC Vouchers</td>
<td>See remarks</td>
<td>HRT</td>
<td>22g(1)</td>
<td>TBP</td>
</tr>
<tr>
<td>Interim Security Clearance</td>
<td>See Remarks</td>
<td>HRT</td>
<td>14e(5)</td>
<td>EOWF Commissionees must receive a SECRET clearance NLT from date of commissioning (WF Graduation Date)</td>
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<tr>
<td>Discontinue use of contact lenses</td>
<td>See Remarks</td>
<td>Cadet</td>
<td>16c(7)</td>
<td>Discontinue NLT 72 hours before arrival at WF</td>
</tr>
<tr>
<td>Submit 2LT Inprocessing Documents</td>
<td>See Remarks</td>
<td>2LTs</td>
<td>App L</td>
<td>NLT 10 workdays after BOLC/WF assignments are identified, 2LTs assigned to WF will complete and mail in documents IAW Section A, Appendix L</td>
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<thead>
<tr>
<th>POSITION</th>
<th>STAFF LEADS</th>
<th>E-MAIL ADDRESS</th>
<th>OFFICE PHONE</th>
<th>FAX</th>
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<tbody>
<tr>
<td>CHIEF, TRAINING DIV</td>
<td>LTC BRIAN ROGERS</td>
<td><a href="mailto:BRIAN.ROGERS@USACC.ARMY.MIL">BRIAN.ROGERS@USACC.ARMY.MIL</a></td>
<td>253-967-4447</td>
<td>253-477-2208</td>
</tr>
<tr>
<td>WF CHIEF OF STAFF/PLANS BR</td>
<td>JOEL MANNING</td>
<td><a href="mailto:JOEL.MANNING@USACC.ARMY.MIL">JOEL.MANNING@USACC.ARMY.MIL</a></td>
<td>253-967-1834</td>
<td>253-477-2208</td>
</tr>
<tr>
<td>CMDT OF CADETS</td>
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</tr>
<tr>
<td>ARMY RESERVE</td>
<td>LTC TIM O’NEIL</td>
<td><a href="mailto:TIMOTHY.ONYEL@USACC.ARMY.MIL">TIMOTHY.ONYEL@USACC.ARMY.MIL</a></td>
<td>253-967-7360</td>
<td>253-966-8417</td>
</tr>
<tr>
<td>CADET EVALUATIONS</td>
<td>ALLEN CUNNIFF</td>
<td><a href="mailto:ALLEN.CUNNIFF@USACC.ARMY.MIL">ALLEN.CUNNIFF@USACC.ARMY.MIL</a></td>
<td>253-967-1874</td>
<td>253-477-2208</td>
</tr>
<tr>
<td>CADET PERSONNEL</td>
<td>STEVEN REMILLARD</td>
<td><a href="mailto:STEVEN.REMILLARD@USACC.ARMY.MIL">STEVEN.REMILLARD@USACC.ARMY.MIL</a></td>
<td>253-966-0407</td>
<td>253-967-1041</td>
</tr>
<tr>
<td>CHIEF, CDT PERSONNEL</td>
<td>SUSAN CICCHINELLI</td>
<td><a href="mailto:SUSAN.CICCHINELLI@USACC.ARMY.MIL">SUSAN.CICCHINELLI@USACC.ARMY.MIL</a></td>
<td>253-967-3254</td>
<td>253-967-1041</td>
</tr>
<tr>
<td>CHIEF, IMD</td>
<td>CAROL SULLIVAN</td>
<td><a href="mailto:CAROL.SULLIVAN@USACC.ARMY.MIL">CAROL.SULLIVAN@USACC.ARMY.MIL</a></td>
<td>253-967-9808</td>
<td>253-966-8498</td>
</tr>
<tr>
<td>CHIEF, LOGISTICS</td>
<td>BECKY CAJIGAL</td>
<td><a href="mailto:BECKY.CAJIGAL@USACC.ARMY.MIL">BECKY.CAJIGAL@USACC.ARMY.MIL</a></td>
<td>253-967-4433</td>
<td>253-966-8498</td>
</tr>
<tr>
<td>CHIEF, NURSE</td>
<td>LTC LOUIS STOUT</td>
<td><a href="mailto:LOUIS.STOUT@USACC.ARMY.MIL">LOUIS.STOUT@USACC.ARMY.MIL</a></td>
<td>253-967-9376</td>
<td>253-966-8417</td>
</tr>
<tr>
<td>CHIEF, PAO</td>
<td>JEREMY O’BRYAN</td>
<td><a href="mailto:JEREMY.OBRYAN@USACC.ARMY.MIL">JEREMY.OBRYAN@USACC.ARMY.MIL</a></td>
<td>253-966-8405</td>
<td>253-966-8417</td>
</tr>
<tr>
<td>CHIEF, SAFETY</td>
<td>JEFF TOLLE</td>
<td><a href="mailto:JEFF.TOLLE@USACC.ARMY.MIL">JEFF.TOLLE@USACC.ARMY.MIL</a></td>
<td>253-966-8401</td>
<td>253-477-2208</td>
</tr>
<tr>
<td>COMMERCIAL AIRPORTER</td>
<td>KITSAP AIRPORTER</td>
<td><a href="http://WWW.KITSAPAIRPORTER.COM">WWW.KITSAPAIRPORTER.COM</a></td>
<td>360-876-1737</td>
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<tr>
<td>COMMERCIAL TRANSPORT</td>
<td>JBLM TAXI</td>
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<td>253-582-3000</td>
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<tr>
<td>EDUCATOR VISIT</td>
<td>LTC KEN MCDORMAN</td>
<td><a href="mailto:KENNETH.MCDORMAN@USACC.ARMY.MIL">KENNETH.MCDORMAN@USACC.ARMY.MIL</a></td>
<td>253-966-7766</td>
<td>253-966-8037</td>
</tr>
<tr>
<td>FLEET MANAGER</td>
<td>SFC TERRY WICKHAM</td>
<td><a href="mailto:TERRY.WICKHAM@USACC.ARMY.MIL">TERRY.WICKHAM@USACC.ARMY.MIL</a></td>
<td>253-477-3592</td>
<td>253-477-2208</td>
</tr>
<tr>
<td>LODGING COORDINATOR</td>
<td>SABINA TAYLOR</td>
<td><a href="mailto:SABINA.TAYLOR@USACC.ARMY.MIL">SABINA.TAYLOR@USACC.ARMY.MIL</a></td>
<td>253-967-6449</td>
<td>253-477-2208</td>
</tr>
<tr>
<td>LT INPROCESSING</td>
<td>MS THERESA CAIN</td>
<td><a href="mailto:THERESA.CAIN@USACC.ARMY.MIL">THERESA.CAIN@USACC.ARMY.MIL</a></td>
<td>(253)967-9823</td>
<td>253-967-1041</td>
</tr>
<tr>
<td>MGR, MULTI-MEDIA OPS</td>
<td>MIKE SIMMONS</td>
<td><a href="mailto:MICHAEL.SIMMONS@USACC.ARMY.MIL">MICHAEL.SIMMONS@USACC.ARMY.MIL</a></td>
<td>253-967-2606</td>
<td>253-967-2608</td>
</tr>
<tr>
<td>NATIONAL GUARD</td>
<td>1LT NATHAN NOVAK</td>
<td><a href="mailto:NATHAN.J.NOVAK@USACC.ARMY.MIL">NATHAN.J.NOVAK@USACC.ARMY.MIL</a></td>
<td>253-966-8017</td>
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<tr>
<td>NCOIC, AMMO</td>
<td>SFC DEBORAH SMITH</td>
<td><a href="mailto:DEBORAH.SMITH2@USACC.ARMY.MIL">DEBORAH.SMITH2@USACC.ARMY.MIL</a></td>
<td>253-967-9897</td>
<td>253-477-2208</td>
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<tr>
<td>NCOIC, OPERATIONS</td>
<td>MSG ROBERT TETU</td>
<td><a href="mailto:ROBERT.TETU@USACC.ARMY.MIL">ROBERT.TETU@USACC.ARMY.MIL</a></td>
<td>253-967-2543</td>
<td>253-477-2208</td>
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<td>OPERATION CENTER</td>
<td>TOC OFFICE</td>
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<td>253-967-1767</td>
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<tr>
<td>P &amp; A ADJUTANT</td>
<td>TBP</td>
<td></td>
<td>253-967-2182</td>
<td>253-967-1041</td>
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<tr>
<td>PROTOCOL</td>
<td>TAMMY LEE</td>
<td><a href="mailto:TAMARA.LEE@USACC.ARMY.MIL">TAMARA.LEE@USACC.ARMY.MIL</a></td>
<td>253-967-9571</td>
<td>253-967-9572</td>
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<tr>
<td>SUPPLY WAREHOUSE</td>
<td>JAIME PAGPAGUITAN</td>
<td><a href="mailto:JAIME.PAGPAGUITAN@USACC.ARMY.MIL">JAIME.PAGPAGUITAN@USACC.ARMY.MIL</a></td>
<td>253-967-5470</td>
<td>253-967-8381</td>
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SECTION I – WARRIOR FORGE TRAINING

1. WARRIOR FORGE CONCEPT.

   a. GENERAL. The 2011 Leader Development and Assessment Course – WARRIOR FORGE (LDAC/WF) is located at Joint Base Lewis McChord (JBLM), Washington. WF is comprised of seven training cycles, each cycle consisting of two regiments for a total of 14 regiments and one OCS regiment during the period 13 June through 7 August. A WF Regimental Cycle is 29 days long 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, 8th Bde, U.S. Army Cadet Command is the WF Commander and is responsible for all matters relating to WF. Forces Command (FORSCOM) and JBLM provide, within capabilities and mission priorities, necessary equipment, facilities, and support personnel for the conduct of WF.

   c. Key Command and Staff leadership are noted in APPENDIX I - WF Organization Chart.

   d. Cadet Command mission is: Through targeted recruiting, rigorous leader development and focused retention, commissions the future Army Officer leadership for service to the Army and Nation; in addition, motivates young people through caring leadership and positive influence to be better citizens for life-long service to community. 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 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 a 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 training regimen is sequential and progressive; starting with individual training tasks and building to complex collective training.

   INDIVIDUAL TRAINING:
   - Physical Training & APFT
   - Land Navigation (Written, Day & Night)
   - Confidence Training
   - Tactical Use of Cultural Awareness
   - First Aid
   - U.S. Weapons Orientation
   - CBRN
   - Branch Orientation
   - Battle Command

   COLLECTIVE TRAINING:
   - Maneuver
   - Field Leadership Reaction Course (FLRC)
   - Squad Situational Training Exercise and Patrolling in a combined continuous Tactics Committee (TACTICS).

   b. REGIMENTAL CYCLE DATES

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<td>OCS</td>
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TRAVEL NOTES:

   (1) ALL Cadets are to report on the dates listed above. The dates listed above coincide with Day 1 on the Master Training Schedule. It is imperative that Cadet travel be scheduled to arrive on the date above. Additionally, flights
should be scheduled to arrive **AS EARLY AS POSSIBLE** in the day (Pacific Coast Time).

(2) 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 Sunday, 10 July (travel day). Departure date is Wednesday, 13 July for Educators and Thursday, 14 July for Nurse Educators.

(2) New Leader’s Orientation (for Brigade Commanders/SGMS, PMs and SMs) will occur Sunday, 3 July through Friday, 8 July (includes travel days). MOI TBP following the WF Planning Conference.

(3) POC for both events is LTC Kenneth McDorman

(4) WF Planning Conference (selected personnel) is the week of 31 Jan thru 4 Feb 2011. MOI TBP at a later date. POC is Joel Manning.

(5) The WF Terrain Walk (selected personnel) is the week of 7-11 March 2011. MOI TBP at a later date. POC is Joel Manning.

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 and Officer Candidates (OC) (OC National Guard only) 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 are evaluated in the following areas:

(1) **APFT.** The three events are pushups, sit-ups, and the 2-mile run, as specified in TC 3-22.20.

(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) **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:

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

*Assessed at the combined Tactics Committee

c. **WF COMPLETION CRITERIA.** (See **WF Policy Memo #1, Appendix E**). To successfully complete WF, Cadets must:

(1) Meet Height/Weight and Body Fat standards IAW AR 600-9.

(2) Pass the APFT with a minimum score of 60 points in each event.

(3) Pass Land Navigation by attaining a minimum of 70 percent on all tests (written and practical).

(4) Earn a minimum rating of Satisfactory on each of the 17 Core Competencies (Part V) and 9 Army Values on the Cadet Evaluation Report (Cadet Command Form 67-9).

(5) Complete at least 90% of training.

Cadets failing to meet the standards above will be considered on an individual basis on whether or not 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 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) Alternate between both pairs of combat boots you 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 weak/non swimmers. 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 footmarch 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. The waiver process described in the following paragraph remains in effect to provide the command visibility on weak/non swimmers.

b. 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, 8th Brigade, ATTN: ATCC-HPA, NLT 4 April 2011. 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: The following are the criteria to earn the RECONDO Badge for training excellence:

   a. Execute specified Confidence events presented to standard on the day of scheduled execution. Failure to meet the standard for ANY event earns a “NO GO” for the RECONDO Confidence event.

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

   c. Without retest, achieve a score of 80% or higher on each event of the Land Navigation proficiency test (16/20 Written, 40/50 (6/8 stakes) Day, 24/30 (4/5 stakes) Night).

   d. Complete the following 1st Aid tasks to specified standard: Evaluate a Casualty, Control Hemorrhage, Control Respiratory Function, Transport a Casualty, Request Evacuation

   e. Achieve satisfactory or higher performance ratings on BOTH Squad STX evaluations.

   f. Successfully complete WF without a performance waiver. Medical waivers are acceptable.

   g. Receive satisfactory or higher summary ratings for all 17 scored Core Competencies and 9 Army Values, as reported on the Cadet Command Form 67-9, Cadet Evaluation Report.

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

7. LEADER STAKES

a. PURPOSE. Leader Stakes promotes unit cohesion, teamwork, and esprit de corps through organized 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:

   (1) APFT: Highest average platoon score.

   (2) CPT Kimberly Hampton Field Leaders Reaction Course (FLRC): Platoon average overall evaluations.

   (3) CPT Sean Grimes 1st Aid Certification: Highest % of first time GO’s.

   (4) Confidence/Obstacle Course: Platoon Time – Squad scores averaged, fastest time wins.

   (5) Land Navigation – Highest platoon % first time GOs day and night courses.

   (6) CBRN – Best Platoon time on Cobalt Challenge.

   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 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. Composite Risk Management 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. See Appendix H – Animal, Insect, and Allergy Awareness.

   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 with clear lenses for use at Warrior Forge.

   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 and PT shoes for easy visual identification. The colors represent:
      - RED: previous hot weather injury
      - WHITE: previous cold weather injury
      - BLUE: Weak Swimmer
      - YELLOW: Bee Allergy
      - GREEN: All other Allergies

9. PRE-WF COORDINATION

   a. Direct communication is authorized and encouraged between individuals and elements concerned with the preparation and conduct of WF. Brigades may contact the WF planning staff as needed. For Contact information see Points of Contact information in the UP FRONT Section.

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 Para 28a 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 Para 2b. for Regimental Cycle Dates.

   b. Battalions will validate the fields listed in Appendix B NLT 1 Feb 11 for all Cadets eligible to attend WF11. 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 directly impact WF manpower and budgetary decisions.

   d. Commander WF 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 Chief, Cadet Personnel.

   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. It is strongly recommended that Cadets NOT be scheduled for Airborne or Air Assault School during the weeks prior to attending WF.

g. Temporary Medical Conditions. Cadets who have pre-existing temporary disqualifying conditions 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, Para 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. 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 Command, 8th Brigade, ATTN: ATCC-HPA. 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, 8th Brigade, USACC, ATTN: ATCC-HPA NLT 4 APRIL 2011. 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.

b. 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 (TBP)

(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 Brigade 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 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 for 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. Medical tags can be picked up from Medical Division.

14. RECORD REQUIREMENTS:

   a. SUSPENSES. The following records must arrive to HQ, 8th Brigade by the suspense date listed:

      (1) Medical Records – 2 March 2011

      (2) Personnel Records – 4 April 2011

      (3) Commissioning Records – 2 June 2011

   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) Four (4) return mailing labels from the ROTC Host Program will also be included in the envelope/package. These mailing labels will be the ROTC Program’s address for FEDEX delivery. No PO or Mailroom box addresses can be used.

      (4) 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.).

      (5) Mail ALL Records to:

US POSTAL CARRIER:
Headquarters
8th Brigade, U.S. Army Cadet Command
ATTN: ATCC-HPA (Cadet Personnel-WF)
Box 339500
JBLM, WA 98433-9500

EXPRESS CARRIERS:
Headquarters
8th Brigade, U.S. Army Cadet Command
ATTN: ATCC-HPA (Cadet Personnel-WF)
Bldg 9D40
Corner of 19th & F Street
Joint Base Lewis-McChord, WA 98433-9500

(6) For single/limited documents you can FAX to:
(253) 967-1041 – ATTN: Mr. Steven Remillard; or e-mail with enclosures to:
AACCadetBde8S1CadetActions@USACC.ARMY.MIL

(7) 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, or have an adverse impact on other Cadet personnel actions.

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

c. 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 Para 14b(5) 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 paras 14b(4) & (5). Records to arrive by 4 April 2011 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 February 2011, 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 2011. 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 2011.

(5) Diagnostic Swim Test Waiver (see Para 5). Cadets who failed the on campus Diagnostic Swim Test 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 2 June 2011). Use mailing guidance outlined in Para 14b(4) & (5).

(6) CWST Waiver (see Para 5). Cadets who failed their on campus Combat Water Survival Test 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 2 June 2011). Use mailing guidance outlined in Para 14b(4) & (5).

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

(a) Cadets wishing to be released following graduation, regardless of mode of travel listed on the travel orders (see Para 12).

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

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

d. 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 2 March 2011. Although the database is not established by this date, schools will forward all medical records for Cadets eligible to attend LDAC. Use the mailing guidance in Para 14b(5). Records generated at a later date (e.g. Consults, lab results, etc.) can be sent later.

(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(s) they are taking or bringing to WF (prescription, non-prescription or 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, as needed for…, 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: Command 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 any 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 (CPDT) 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 Memorandum for Record if the original medical examination is not available (i.e. lost, missing, destroyed, etc.)**

(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.

e. **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.**

f. **CADET COMMISSIONING RECORD.** Use the EOWF COMMISSIONEE RECORD CHECKLIST located at **APPENDIX A – WF Records & CCIMS Checklists (WF Form 1-3R)** IAW the guidance outlined below. Forward records listed below to arrive NLT 2 JUNE 2011 IAW the instructions in Para 14b. Records generated at a later date (e.g. interim clearance, final transcripts, etc.) can be sent IAW the instructions in Para 14b. 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.**

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

(4) **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.

(5) **Proof Degree Received.** A copy of a transcript that shows degree conferred or a memorandum from the university verifying Cadet has received a degree must be enclosed in the commissioning packet.

(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 November of each Year for school issued uniforms/boots for Cadets attending WF. For non-tariff ACUs to be issued at WF, NLT 18 March 2011 send a copy of requisitions to:
Non-tariff clothing includes extreme sizes (either small or large). Note: The following ACU sizes are NOT stocked at the JBLM CIF. If you have a Cadet who wears these sizes you MUST submit your request by the deadline above:

- XS-XXS
- XS-XXL
- L-XXL
- 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 do not adequately condition their feet prior to LDAC. 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 8Bde Chief, Logistics NLT 18 March 2011.

(2) Cadets attending FOT (e.g. Airborne, CTLT, etc.) must bring uniforms IAW the Cadet Command CPDT MOI guidance for their specific training. These MOIs 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 Greens or ASU.

e. CTA 50-900. See **APPENDIX C, 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.

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**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. Some physicallys will continue on Day 3.

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

(1) All Cadets will complete the medical forms outlined in Para 14c 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, non-prescription or over-the-counter (OTC) drugs, supplements, or anything 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 (see Para 17b).

c. **STANDARD PHYSICAL EXAM.**

(1) Prescription Medications. Cadets must declare all medications on DA Form 7349-R. 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 requirement.

(3) Pelvic Exams & Pap Smears. Pelvic exams and pap smears are not required during the commissioning physical process. The exams are required for flight physicals done at WF.
(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) Immunizations. 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 at WF are:

- MMR (Measles, Mumps, Rubella)
- Varicella (Chicken Pox)

(7) Contact Lenses (See Para 24c). CADETS MAY NOT WEAR CONTACT LENSES AT WF DUE TO THE DUSTY AND DIRTY CONDITIONS YOU WILL EXPERIENCE. It is IMPERATIVE that any Cadet requiring corrective lenses bring eyeglasses.

(8) Eyeglasses. Cadets requiring 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. Replacement glasses or glasses for Cadets failing to bring any will NOT be provided by MAMC. The Cadet will be taken to a local facility to purchase glasses AT THEIR OWN EXPENSE.

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 is MAMC is: (253) 966-6887.

(1) In addition to the examination and testing outlined in Para 16c 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 2 May 2011. 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 pantographic radiographs taken prior to their arrival 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 pantographic 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.

(5) The following are the most common medical conditions resulting in Class 1A disqualification IAW AR 40-501; however, it is not a complete list:

(a) Eye & vision standards (AR 40-501, Para 4-11 & 4-12).

(b) History of asthma or hay fever subsequent to age 12 (AR 40-501, Para 2-23d & 4-18).

(c) Skull or vertebral fractures. Any history of head injuries and unconsciousness must be documented by medical records (AR 40-501, Para 4-23).

(d) History of attempted suicide (AR 40-501, Para 4-23.j).

(e) History of psoriasis (AR 40-501, Para 2-3 & 4-24).

(f) Ulcers or ulcerative colitis (AR 40-501, Para 2-3 & 4-4)

(g) History of drug or alcohol abuse (AR 40-501, Para 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 (AR 40-501, 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 Commandant of Cadets 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 October 2012.

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 at 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 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 JBLM Lewis North and Madigan Army Medical Center (MAMC) at JBLM 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, CA-1 for Injury or CA-2 for Illness 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.

SECTION IV – CADET INFORMATION

19. REPORTING TO WF.

a. GENERAL.

   (1) Report to the Regimental Headquarters (HQ) of the assigned Regiment in appropriate civilian attire as early as flights can be scheduled on the scheduled arrival day (see Para 2b). NO EXCEPTIONS. 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 who arrive late put themselves at a disadvantage

   (2) 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 JBLM area arrive at the Seattle-Tacoma (SEATAC) International Airport, located in the southern part of suburban Seattle, approximately 40 miles North of JBLM.
(approximately 1 hour travel time). Upon arrival claim baggage and report to the ROTC Travel Desk located at BAGGAGE CAROUSEL 16. Personnel at this desk will direct Cadets to designated transportation to JBLM. 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 1 June 2011, and will arrange government-furnished transportation to JBLM. 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 WF Commander endorsement if the travel exceeds the 500 mile radius limitation. See Para 12.

(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) JBLM is located at Exit 120 on I-5. To get to WF, take the JBLM Lewis Main exit and obtain a temporary vehicle pass from the visitor’s center at the main gate. Then proceed back under the freeway to JBLM Lewis North 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 JBLM.

(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 Electronics. The government will NOT honor claims for settlement of non-permanently installed electronic 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.

d. BUS/TRAIN INFORMATION. Northbound buses stop at JBLM. Southbound buses stop in Tacoma. In Tacoma, Greyhound will connect to regular service to JBLM or Cadets will be directed to the Pierce Transit Service, whichever best meets the traveler’s needs. Upon arrival at JBLM, call the WF TOC 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 TOC. 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 JBLM.

(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 interpreted as improper in nature.

(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, 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 JBLM 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 JBLM.

(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 JBLM Military Reservation and in the State of Washington.

(5) Use of cellular phones while driving is strictly prohibited unless using a hands-free (Bluetooth) device.

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. INSPECTOR GENERAL (IG).

a. The 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 JBLM until after the conclusion of the graduation ceremony unless approved for early release IAW Para 12.

(2) The earliest departure time is 1400 hours on the scheduled graduation date due to time and logistical constraints on Cadet transport and security requirements at 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 Cadets from the Eastern U.S. 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 22d below.

b. TRAVEL ARRANGEMENTS PRIOR TO WF.(Subject to change with implementation of DTS Travel)

(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 2. Initial confirmation of post-WF travel will occur during Day 2 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 Para 12 for more information on these authorizations.

(2) Travel reservations are made by CPD between Day 6 and Day 14 for Cadets scheduled for follow-on training (FOT), including those Cadets for whom FOT is added, changed or deleted during WF. During 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 16 unless an error was made or there is hardship or extenuating circumstances.

d. RELEASE FOLLOWING WF GRADUATION.

(1) Cadets wishing to be released 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.

(2) Cadets electing travel by PA as a passenger 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.

(2) During WF, the WF Commandant of Cadets 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 earn 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 – TBP

(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 28a(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 CCIMS entry MUST be made NLT 1 March 2011.

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 in processing.

(2) Boots. As authorized by the Sergeant Major of the Army Leaders Book Notes –The message located at http://www.army.mil/-/news/2008/06/20/10228-leaders-book-notes--boots/index.html explains the authorized off the shelf boots. This message also contains a Power Point slide show which pictures authorized boots. Excluding the Tan “Jump Boot” style boot all boots shown are authorized at WF.

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

(4) Eyeglasses. If applicable, Cadets must bring two (2) pair of comfortable and durable eyeglasses. Contact lenses are not allowed. Contact lens wearers must remove the lenses 72 hours prior to reporting to WF. Cadets that report without glasses will be taken to the Eye Care shop at the PX and will have to purchase glasses.

(5) TACSOP: Each Cadet is issued a TACSOP at their campus. They are to bring this with them to WF. The WF policy is Cadets may make personal notes in their copy of the TACSOP, but are prohibited from adding pages, pre-written scripts, or pre-formatted orders. TACSOPS with these type additions will be confiscated and a clean one issued. Cadets who attempt to use items such as this after the Day 1 Shakedown are subject to disciplinary action, including dismissal from WF.

(6) If attending Cadet Professional Development Training (CPDT) (e.g. Airborne, CTLT, NSTD, 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.

(7) EOWF-Commissionees are required to bring their Class ‘A’ Green Uniforms to WF without the ROTC Patch. For those Cadets being commissioned in Class ‘A’ Green uniforms, they must ensure they have non-subdued 2LT bars to pin on, and the appropriate officer piping on their pants/sleeves. All 2LT’s need bars for their berets. Battalions need to ensure that, prior to departing for WF, Commissionees have uniforms and berets that fit, have three (3) non-subdued 2LT bars, and a silver dollar (See Para 32b and EOWF COMMISSIONEE CLOTHING & EQUIPMENT CHECKLIST at APPENDIX C – WF Cadet Checklists). For those who are commissioning in ASU and do not know their branch, generic shoulder boards will be provided. 2LTS with a paragraph and line number for a Reserve Component unit may wear the unit identification of that unit.
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 2 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, however, in order to facilitate any possible addition to Follow-On-Training, Cadets are strongly encouraged to obtain a Military ID Card (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”). Cadets needing shots IAW AR 40-562 will receive them following the regimental Blood Drive (D26-28) at WF. See Para 16c(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 & 14c(3). The Cadet will carry these documents to Day 2 Physical Exam.

(8) Pre-approved waivers (i.e. Swim, CWST/see Para 5). Turn-in these documents during Day 2 CPD in-processing at WF.

(9) Pre-approved authorizations for PA/GA travel or early release. See Para 12. Turn-in these documents during Day 2 CPD in-processing at WF.

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

C. RECOMMENDED ITEMS. Cadets may bring additional items as recommended in APPENDIX C – WF Cadet Checklists (Page 6 of 6).

25. WHAT NOT TO BRING.

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

c. Expensive watches, jewelry, or other small valuable items (i-Pods, CDs, GPSs, MP3 players, etc.). These items will be collected and secured for the duration of WF if brought.

d. Excess baggage. Cadets are not authorized excess baggage. Excess defined as more than the authorized packing list for WF and FOT. Cadets are required to hand carry a copy of their orders in order to show upon airline check in to decrease cost of normal baggage charges.

e. Cell Phones. 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.

f. Items such as those listed below will be taken from the Cadet and stored for the duration of WF:

- manuals produced by school ROTC programs
- canvas map cases/bags (satchel type)
- butt packs
- civilian version “military” paperback manuals
- pornography
- “pogey bait”

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 Cadet.

b. Do NOT leave money or valuable items unsecured in the barracks. Do lock your wall locker and foot locker when not present. Do secure all prescription and OTC medications
27. FAMILY & VISITORS.

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

b. Cadets may be released to immediate family members following graduation. See Para 12 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 1st and 15th of the month by electronic fund transfer (EFT) to the same account their monthly stipend checks are deposited.

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

(3) 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. Cadet pay is subject to applicable state and federal taxes.

(a) The majority of Cadets at WF should be in a current pay status for subsistence. MS IIIIs 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 29c(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 JBLM, 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 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 JBLM 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 plan on having limited access to the PX and should pack accordingly.

(2) As appropriate 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 Lewis Main 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 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/MOLLE 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 JBLM 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 JBLM 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:

CADET LAST NAME, FIRST NAME MI
WARRIOR FORGE
XX REGT, XX COMPANY, XX PLATOON
PO Box 339543
JBLM, WA 98433-9543

f. PUBLIC PAY TELEPHONES. A limited number of 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 2011 delivery of the Yearbook.

31. PLATOON PHOTOS.

a. Platoon photographs will be taken during WF 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 2011 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 Class “A” Green Uniform with officer piping sewn-on, or ASU and accoutrements (beret, 3x2LT non-subdued insignia, 2xUS Army insignia, 1 Velcro ACU rank, & a silver dollar). Generic Shoulder Boards will be provide for those commissioning in ASU. See APPENDIX C – Clothing & Equipment Checklist – EOWF Commissionee Clothing & Equipment Checklist. Silver dollars must be brought with the Cadet; they are not easily acquired locally.

c. Family member and friends are welcome to attend the WF graduation and commissioning activities. See APPENDIX F – 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. Cadets may request through their Regiment to receive the oath from a commissioned who is an immediate family member.

e. 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. 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 do the following:

- Log into your AKO
- Click on SELF SERVICE
- Click on MY TRAINING
- Click on ALMS (Army Learning Management System)
- Type Accident Avoidance in the Catalog Search window
- Register for Army Traffic Safety Program, Accident Avoidance Course for Army Motor Vehicle Drivers

Questions concerning this course should be directed to either your respective Brigade 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.

(3) 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 Cadet Command Commander to fill specified (or in some cases, directed by-name) 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 the Cadet Command G3, who will then reallocate that tasking within the command.

(4) Historically, the shortfalls mentioned above occur with very short notice, often after WF has already started. In that event the WF S-1 or Cadet Command LNO will first make contact with the respective Brigade TDA manager to backfill the requirements. The Brigade TDA manager will confirm whether or not the Battalion experiencing the shortfall can fill or if another Battalion within their Brigade will fill. If the Brigade cannot fill the replacement must be arbitrated through the Cadet Command G3 Note: the Cadet Command TDA manager may direct WF to contact a Brigade directly. **Brigades must maintain an On-Call Roster of personnel for immediate response.** Lessons learned indicate the following guidelines will assist:

(a) As taskings will be by specific type and grade, Brigades need to maintain at least 4 separate on-call 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 “on-call” roster know their probability of call up, replacing a shortfall becomes much easier.

(5) **Brigades also must 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 Cadet Command G3 who will review and forward these documents to both LDAC & LTC. The suspense for this action is NLT 29 May 2011. Given the number of changes that historically occur with these rosters do not send them any earlier than 18 May 2011; 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 Cadet Command battalions will be directed to bring the Non-Tactical Vehicle (NTV) to JBLM 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, Building 2D19, for in processing 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 JBLM 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 8th Brigade Fleet Manager 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.

d. While certain individuals will be authorized rental cars during the February Planning Conference and the March Terrain Walk, there are NO rental cars authorized for personnel during Warrior Forge. WF will provide all required transportation assets.

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 J – Cadre DTS Travel Information for WF which will be published before May.

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 (not Cadets) 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 Lodging Coordinator ahead of time to ensure billeting is arranged. Failure to coordinate an early arrival with the Lodging Coordinator may result in the cadre member obtaining a room for that night AT THEIR OWN EXPENSE. POC for billeting is the WF Lodging Coordinator.

36. REPORTING/INPROCESSING WF.

a. DO NOT REPORT EARLY!! Except for those personnel mentioned above in Para 35c (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 JBLM, take Exit 120 off Interstate 5. WF is located on JBLM Lewis North.

(1) GSA and POVs with a valid military decal proceed through the JBLM Lewis North gate and report to building 11D06, vicinity 22nd and F Streets.

(2) For POVs without a valid military decal, obtain a temporary vehicle pass from the visitor’s center at the Lewis Main entrance 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 JBLM Lewis North gate and report to building 11D06. During inprocessing WF S1 will issue a temporary vehicle pass valid for the duration of WF.

c. AIRPORT INFORMATION. Commercial airline flights to the JBLM area arrive at the Seattle-Tacoma (SEATAC) International Airport, located approximately 40 miles north of JBLM. Transportation to JBLM will be provided. Upon arrival, claim your baggage and proceed to the ROTC Transportation Desk adjacent to Baggage Carousel #16. Beginning o/a 30 May, WF will staff the ROTC Transportation Desk from 0800 to 2000 hours on non-peak days, and 0800-0001 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 30 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 30 May should:

(a) A week prior to arriving, contact the WF Fleet Manager to determine whether or not transportation operations at SEATAC will be functioning upon your arrival.
(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.

(c) You must also call the Lodging Coordinator to confirm billeting and where to pick up room keys.

(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 Lewis Main lodge. Once you pick up your room key you will need to take a JBLM (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 11D06). If you arrive after duty hours, call the next day. Additionally, call the Lodging Coordinator to confirm arrival into billeting.

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

f. TRAVEL PROBLEMS. Cadre encountering travel difficulties which may prevent reporting to WF on time will immediately notify the WF TOC. During normal duty hours, new 2LT Cadre should call 2LT in processing 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 11D06, JBLM Lewis North, on the reporting date indicated on your travel orders. Personnel reporting between the hours of 0800 and 1630 will be in processed. Personnel reporting outside these hours will be transported to the JBLM 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, JBLM Lewis North.

(3) 2LTs, after general Cadre inprocessing, will report to 2LT accession inprocessing (located in building 9D42). See Para 46 for additional information concerning 2LT in processing.

37. BILLETING.

a. POC: WF Lodging Coordinator

b. Do NOT contact the JBLM 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. On post billeting is a diminishing resource

(1) Regimental Cadre are billeted in open bay World War II-era barracks as close to their regimental area as possible.

(2) Cadre assigned to training committees will be billeted with their respective committees and as close to training sites as feasible.

(3) Cadre serving on the WF staff will be billeted in off-post hotels.

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

(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.

(6) The majority of WF cadre will be billeted in two-person rooms off-post at various hotels.

(7) Off-post rooms are contracted for 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.

(8) Whenever possible, RTOs and Regimental SGMs will be billeted at the same location.

(9) 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.

d. GETTING YOUR ROOM.

(1) Early Arrivals. See Para 35c and 36a.

(2) Late Arrivals. If you know you will be arriving later than indicated on your orders, notify the WF Lodging Coordinator 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.
Personnel arriving on or after 28 May during normal duty hours (0800-1630) will in-process in Bldg 11D06.

Off-Post Billets. Since an individual’s duty position at WF may have changed while in transit due to unforeseen circumstances, personnel who have been designated to reside off-post and who arrive during the duty day must still report to the WF Billeting Office in Building 11D06, JBLM Lewis North to confirm their rooms. Personnel who arrive AFTER normal duty hours should go directly to their hotels for the evening and will in-process the next day at 11D06. A list of hotel committee locations will be sent out to the Brigades as soon as hotels are contracted (around April).

e. BILLETING POLICIES.

1. Do NOT attempt to adjust your room assignments after you arrive. The billeting plan is NOT flexible, and since we work directly with Contracting, any deviation from the original contract could result in either over or under payments to the hotel, and you may end up responsible for payment.

2. Limited Shuttle service is available. WF S1 will publish shuttle information in the WF Bulletin.

3. Housekeeping. Report all concerns directly to the Front Desk of your hotel. If problems persist contact the WF Lodging Coordinator for additional help.

4. Hotel Rules. Hotel policy must be followed by everyone. Cadre are responsible for willful or negligent destruction or damage to their hotel rooms (i.e. TV, furniture, linens etc) and will be billed for payment before being outprocessed.

5. PETS. Pets are not authorized at WF. Pets are not authorized in the billets on post or in contracted billeting off post and present a logistical challenge for all involved. Cadre who feel they must have their pet nearby are responsible for coordination of kennel support and all associated cost. Request for exceptions to billeting arrangements in support of a pet will not be approved.

f. TRAVEL CAMP.

1. Although discouraged, you may use facilities provided at the JBLM Travel Camp. If you wish to bring a recreational vehicle or trailer, you must make your own reservations 90 days in advance with the JBLM 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 $20. This fee is NOT reimbursable.

3. 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. 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, there will be an addition charge to you for any family member that accompanies you to WF. Keep in mind that MOST Cadre will be staying in two-person rooms while at WF.

h. EXTENSIONS/EARLY DEPARTURES. If your departure date from WF changes for any reason, notify the WF Lodging Coordinator 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).

(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 JBLM, gray or black are the only authorized colors for spandex shorts worn with the IPFU. The reflective safety belt must be worn at all times while running on JBLM regardless of the time of day – bring one with you. 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 Buffet Social must bring:

- Active Duty or AGR Officer: Civilian casual dress attire (slacks, khakis, collared shirt, and polo shirt with school name/emblem).

- Active Duty NCO, COMTEK (USAR/ARNG/Retired Officer); COMTEK (USAR/ARNG/Retired NCO): Civilian casual dress attire
(slacks, khakis, collared shirt, and polo-style shirt with school name/emblem).

(d) **All 2LTs assigned to WF must bring:**  a Class “A” Green Uniform, an Army Service Uniform, or Dress Blue Uniform (Beret w/four-in-hand tie; NO BOWTIES).

(2) **CIVILIAN WORK ATTIRE.**

(a) Government Service (GS) employees and other civilian workers are encouraged to wear durable casual clothing during WF. JBLM 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 and all Cadre will draw TA-50 from Installation CIF depending upon which the Committee/ REGT/ position assigned during WF. Senior Leaders of the committee / staff will coordinate with WF logistics for a draw date and time, through the JBLM CIF. There are two Menus available for WF Cadre issue (Listed below, Menu A and Menu B). The Committee OIC and or senior leader will determine which Menu that the team requires. All 2LTs and REGT cadre will receive Menu A.

(2) WF Cadre: Uniformed Cadre must bring with them from campus a Helmet and Helmet Cover. Pending duty position all other equipment in the following list will be issued at JBLM CIF. Not all Cadre will need an issue.

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**MENU A (For Cadre Only)**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pouch, 30 RD Magazine</td>
<td>3</td>
</tr>
<tr>
<td>Pouch, Grenade</td>
<td>2</td>
</tr>
<tr>
<td>Pack, MOLLE Main (SMALL)</td>
<td>1</td>
</tr>
<tr>
<td>Straps, Shoulder</td>
<td>1 pr</td>
</tr>
<tr>
<td>MOLLE Ruck Frame</td>
<td>1</td>
</tr>
<tr>
<td>Bag, Barracks</td>
<td>2</td>
</tr>
<tr>
<td>Mosquito Head Net</td>
<td>1</td>
</tr>
<tr>
<td>Liner, Poncho</td>
<td>1</td>
</tr>
<tr>
<td>Bag, Patrol Sleeping</td>
<td>1</td>
</tr>
<tr>
<td>Sleep System Carrier</td>
<td>1</td>
</tr>
<tr>
<td>FLC</td>
<td>1</td>
</tr>
<tr>
<td>Pack, Assault</td>
<td>1</td>
</tr>
<tr>
<td>Cover Helmet (2nd LT’s only)</td>
<td>1</td>
</tr>
<tr>
<td>Pad, Sleeping</td>
<td>1</td>
</tr>
<tr>
<td>Parka, Gortex</td>
<td>1</td>
</tr>
<tr>
<td>Bag, Waterproof</td>
<td>1</td>
</tr>
<tr>
<td>Cover, Bivy</td>
<td>1</td>
</tr>
<tr>
<td>Sack, Stuff</td>
<td>1</td>
</tr>
<tr>
<td>Belt, Waist</td>
<td>1</td>
</tr>
<tr>
<td>Carrier, Hydration</td>
<td>1</td>
</tr>
<tr>
<td>Bladder, Hydration</td>
<td>1</td>
</tr>
<tr>
<td>Pouch, Sustainment</td>
<td>2</td>
</tr>
<tr>
<td>Pouch, Canteen</td>
<td>2</td>
</tr>
<tr>
<td>Canteen, Water 1QT</td>
<td>2</td>
</tr>
<tr>
<td>Cup, Canteen</td>
<td>1</td>
</tr>
<tr>
<td>Helmet (2nd LT’s only)</td>
<td>1</td>
</tr>
</tbody>
</table>

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**MENU B (For Cadre Only)**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canteen, Water 1QT</td>
<td>2</td>
</tr>
<tr>
<td>Cup, Canteen</td>
<td>1</td>
</tr>
<tr>
<td>Pouch, 30 RD Magazine</td>
<td>3</td>
</tr>
<tr>
<td>Pouch, Grenade</td>
<td>2</td>
</tr>
<tr>
<td>FLC</td>
<td>1</td>
</tr>
<tr>
<td>Pack, Assault</td>
<td>1</td>
</tr>
<tr>
<td>Carrier, Hydration</td>
<td>1</td>
</tr>
<tr>
<td>Bladder, Hydration</td>
<td>1</td>
</tr>
<tr>
<td>Pouch, Canteen</td>
<td>2</td>
</tr>
</tbody>
</table>

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(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 Regemental RTOs can require additional items for their cadre.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Helmet and Helmet Cover</td>
<td>1</td>
</tr>
<tr>
<td>Flashlight</td>
<td>1</td>
</tr>
<tr>
<td>Compass, Lensatic</td>
<td>1</td>
</tr>
<tr>
<td>Any other tactical items necessary for a field environment. ie: camouflage stick, personal hygiene items...</td>
<td></td>
</tr>
</tbody>
</table>
(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 JBLM for use during WF. Cadre must bring any references they desire for personal use from their home station.

39. DINING.

a. This year WF DFAC hours and the WF Field Feeding plan have been adjusted to facilitate Cadre schedules. Missed Meals are not generally authorized. Only rare occurrences will warrant a claim for a missed meal and these occurrences must be approved in advance by the WF Chief of Staff. An example of this is - Soldier was required to dine with a VIP at a greater personal expense than authorized. Otherwise, Cadre leaders must plan for and insure that their Cadre are provided with the opportunity to eat as directed. Personal preference to not consume a MRE does not justify a missed meal.

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

c. PAYMENT. All Cadre on TDY must pay the current meal rates for both garrison and field meals. Effective 1 January 2011 prices for meals in the dining facility are:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$2.30</td>
</tr>
<tr>
<td>Lunch</td>
<td>$4.25</td>
</tr>
<tr>
<td>Dinner</td>
<td>$4.25</td>
</tr>
<tr>
<td>Total</td>
<td>$10.80</td>
</tr>
</tbody>
</table>

Cadre will be paid per diem (to include the current incidental pay) at the current rate in effect at the time of WF.

d. MREs are available for purchase at the WF S4 MRE Distribution Point, BLDG 10D02, at the field/facility rate above.

e. 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 rate. 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 Memorandum #11 (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 Lewis North Billets.

c. UCMJ. Cadet Command cadre from other than 8th Brigade will be attached to 8th Brigade 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 all JBLM and WF policies.

1. Avoid off limit facilities as designated by JBLM & I Corps and 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. 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. To Be published in APPENDIX J.

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 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 J 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 Cadet Command 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 46) 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 advance pay through JBLM’ DPTM. However, DFAS policies on travel or casual payments to all Soldiers apply.

g. 2LT’s should refer to Para 46 for additional information on pay.

42. 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 LNO in the Commandant of Cadets Office and check-in. Schools with no Cadre present will have their Cadets represented by the LNO.

(1) MIRs will report to the LNOs on the second floor of Building 11D39.

(2) If present during the Educators Visit, and if the school has an Educator attending, the MIR will represent the school and attend the Social. This will require the designated MIR (Officer or NCO) to bring appropriate casual civilian attire to WF (see also Para 38f(1)(c)). NOTE: PMS – it is incumbent upon you to determine if your school has both a designated Cadre and educator present and to ensure the designated Cadre is aware they are to attend in the appropriate uniform, the Educator’s Buffet Social. Designated Cadre should identify themselves to the Educator Visit POC.

b. 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.

c. 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.

d. OFFICIAL DIGITAL PHOTOGRAPHS. If you need an updated official photo, the JBLM 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. You may submit your DA Photo request on their website: https://www.vios-west.army.mil (CAC enabled)

e. FLIGHT RECORDS/PHYSICALS. If you wish to review your flight records, or if you have questions regarding flight records, contact the 8th Brigade S-1 section. Flight
physicals require two months advance coordination for appointments.

f. WF YEARBOOK. You may purchase a WF yearbook if you desire. Place your order with the WF PAO.

g. 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.

h. RELIGIOUS SERVICES. JBLM 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.

i. 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 Lewis North Mini-Mall. Complete postal services are available at the JBLM Lewis Main Post Office. Official envelopes cannot be used for personal mail. Your WF mailing address is:

RANK LAST NAME, FIRST NAME MI
WARrior FORGE
REGIMENT/COMMITTEE/STAFF SECTION
PO Box 339543
FT LEWIS, WA 98433-9543

j. MEDICAL & DENTAL CARE.

(1) JBLM 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.

(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 regimen of assignment.

43. MWR.

a. RECREATION. JBLM 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 JBLM 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.

44. 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 to include the Gator Utility Vehicle in the field.

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

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

e. HEARING CONSERVATION and EYE PROTECTION. Earplugs are required whenever hazardous noise levels are known or suspected (i.e. firing ranges, etc.). Personal eye protection shall be worn when walking the heavily forested training lanes.

45. SECURITY OF PERSONAL PROPERTY.

a. WEAPONS. Privately Owned Weapons are not authorized. Knives with blades longer than 3 inches are not authorized.

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.

46. 2LT PAY, INPROCESSING & TRAVEL

(Note: 2LTs need to also read those sections of the circular referencing “Cadre” beginning at Para 33). This information also applies to 2LT’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 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 7 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: DFAS-Rome, Attn.: Travel, 325 Brooks Road, Rome, NY 13441, (Fax) 317-275-0330, or (Email) DRO-TravelAdvance@dfas.mil.

b. PERSONAL LEAVE DAYS for the 2LT and their family will be paid by CC G4/G8 at the rates in effect at the time of travel. 2LTs just entering active duty are paid at a different rate then the standard rates since they are in a TDY enroute status. 2LTs 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/her POVs at home, who then wants to pick up his/her POVs enroute to JBLM, must take PERSONAL LEAVE DAYS to pick up his/her POVs and drive to JBLM. Also, since GTR Plane Tickets departing WF will be to his next duty station (JBLM), the 2LT is personally responsible for changing the flights to where his/her POVs is located and for any charges or additional fees. This also applies to 2LTs that fly to WF, and then decide to purchase a vehicle while at JBLM. The 2LT will be charged PERSONAL LEAVE DAYS for the drive to JBLM and the cost of travel will be at the 2LT’s own expense.

(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. 2LTs just entering active duty are paid at a different rate then the standard rates since they are in a TDY enroute status. 2LTs 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/her POVs at home, who then wants to pick up his/her POVs enroute to JBLM, must take PERSONAL LEAVE DAYS to pick up his/her POVs and drive to JBLM. Also, since GTR Plane Tickets departing WF will be to his next duty station (JBLM), the 2LT is personally responsible for changing the flights to where his/her POVs is located and for any charges or additional fees. This also applies to 2LTs that fly to WF, and then decide to purchase a vehicle while at JBLM. The 2LT will be charged PERSONAL LEAVE DAYS for the drive to JBLM and the cost of travel will be at the 2LT’s own expense.

(4) SPECIAL NOTES: Each year there is confusion among 2LTs and the Cadre at schools in their guidance and information concerning travel to/from Warrior Forge & LTC.

(a) The first issue that must be understood is: 2LT Travel to Warrior Forge MUST start on the day reflected in their orders that the 2LT is accessed onto active duty. Orders showing more than one day between accession and report date reflect that the 2LT will be driving to WF (Exceptions are local 2LTs within one driving day of JBLM).

(b) Problems arise when the 2LT 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 2LT/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 2LT not flying until his/her report date on the orders. In this case, assuming 5 days travel, the 2LT, who was accessed 5 days prior to reporting to WF will be charged leave for the days between their accession date and the travel day they actually flew to WF;

-- or, conversely, if the 2LT 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 appraised of changes.

(5) EXCESS BAGGAGE. Cadet Command G-1 (Cadet Accessions Division) produces orders for 2LT’s to report to WF. Orders should be checked to ensure they authorize the 2LT to ship up to 600lbs Hold 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) 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 K – PMS Counseling Checklist for 2LTs Supporting WF.

b. PRE-WF INPROCESSING.

(1) See APPENDIX L – 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 BOLC B /WF Assignments to HQ, 8th Brigade, ATTN: ATCC-HPA (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) 967-1041; ATTN: 2LT In-processing.

c. WF INPROCESSING. After initial WF Cadre in-processing, 2LTs will report to the 2LT accession In-processing Section in building 9D42. 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 Ft Lewis and turn-in to the Ft Lewis CIF upon completion of WF.

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

47. DEPARTURE FROM WF.

a. WF OUTPROCESSING. --ALL CC CADRE AND 2LTS MUST OUTPROCESS THROUGH THE WF S-1 SECTION IN BUILDING 11D06. ADDITIONALLY, 2LTS MUST ALSO OUTPROCESS THROUGH 09D42

(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 JBLM DPTMS. Those in an ADSW statue will ensure their OER/NCOER is completed prior to departure.

(3) 2LT Cadre. Report to building 9D42, 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 P&A, building 11D06, 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. During duty hours, Cadre billeted on post will turn in their room keys to the WF Billeting Office, Bldg 11D06. After hours, Cadre billeted on-post must turn in their room key at the WF TOC, first floor, Building 11D39. Be sure to SIGN the turn-in LOG. Off-post personnel normally depart directly from their hotel.

(6) Regimental Cadre scheduled departure dates are the day AFTER their graduation to ensure there is sufficient leadership available to supervise an orderly close out of the Regimental area.

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 Lodging Coordinator 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 PMSs 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.

The proponent of this circular is the WF Plans Section, 8th Brigade, USACC. Users are invited to send comments and suggested improvements to the Commander, 8th Brigade, U.S. Army Cadet Command, ATTN: ATCC-HOP, PO Box 339500, MS 83, JBLM, WA, 98433-9500

CHARLES M. EVANS
COL, FA
WF Commander

DISTRIBUTION:
A, B, C, D

5 - ATCC-HPA
WF Coordinators
104th Division (IT)
WAARNG Military Academy
Commander, ARPERCEN, ATTN: DARP-MOT
DPTMS, JBLM
Commander, USARC
ATTN: AFRC-OPT-1
1401 Deshler St. SW
Ft. McPherson, GA 30330-2000
Commander
ATTN: S SPT ORG.
5316 So. Douglas Blvd.
Oklahoma City, OK 73150-9704
APPENDIX A – WF Records & CCIMS Checklists

WF PERSONNEL RECORD CHECKLIST
S: 4 Apr 11 (See Para 14b, CC 145-5)

Mail: Headquarters, 8th Brigade ATTN: ATCC-HPA (Cadet Personnel), Box 339500, Ft Lewis, Washington 98433-9500
Express HQ, 8th Brigade, ATTN: Cadet Personnel, Bldg. 9D40, JBLM Lewis North, 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: 8th Brigade HQ, Attn: Mr. Steven Remillard, (253) 967-1041.
Email: AACCadetBde8S1CadetActions@USACC.ARMY.MIL

<table>
<thead>
<tr>
<th>NAME:</th>
<th>HOST:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QTY</th>
<th>DOCUMENT</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Travel Orders and Amendments</td>
<td>Can be mailed, faxed or emailed at a later date if not completed by suspense date</td>
</tr>
<tr>
<td>1</td>
<td>Travel Itinerary</td>
<td>For Cadets Traveling via air, bus or train (Can be mailed, faxed or emailed at a later date if not completed by suspense date</td>
</tr>
<tr>
<td>1</td>
<td>SGLI/NOK Validation Document</td>
<td>See Para 14b(3). Copy of form is located at Appendix B</td>
</tr>
<tr>
<td>1</td>
<td>DA Form 705</td>
<td>Dated after 1 Mar 11 (See Para 14b(4). Ensure HT/WT data is also on form.</td>
</tr>
<tr>
<td>1</td>
<td>DA Form 5500/5501</td>
<td>If Cadet requires taping (AR 600-9). See Para 14b(4).</td>
</tr>
<tr>
<td>*ar</td>
<td>Diagnostic Swim Test Wvr</td>
<td>See Para 5 &amp; 14b(6). Bde Cdr approval.</td>
</tr>
<tr>
<td>*ar</td>
<td>CWST Waiver</td>
<td>See Para 5 &amp; 14b(7). Bde Cdr approval.</td>
</tr>
<tr>
<td>*ar</td>
<td>PA authorization</td>
<td>For Cadets wishing to be released to immediate family members following graduation. See Para 12 &amp; 14b(8). PMS approval.</td>
</tr>
<tr>
<td>*ar</td>
<td>PA/GA authorization</td>
<td>For Cadets approved for Travel by PA or GA. See Para 12 &amp; 14b(8).</td>
</tr>
<tr>
<td>*ar</td>
<td>Early Release Exc to Policy</td>
<td>See Para 12 &amp; 14b(9). WF Cdr approval.</td>
</tr>
</tbody>
</table>

*ar = as required

WF Form 1-1R
Oct 09 (previous editions are obsolete)
### APPENDIX A – WF Records & CCIMS Checklists

**WF MEDICAL RECORD CHECKLIST**  
*S: 2 Mar 11 (See Para 14c, CC Cir 145-5)*

<table>
<thead>
<tr>
<th>QTY</th>
<th>DOCUMENT</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DA Form 7349-R</td>
<td>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).</td>
</tr>
<tr>
<td>*ar</td>
<td>Medical Consultations</td>
<td>For changes in medical conditions annotated on DA Fm 7349-R. See Para 14c(2).</td>
</tr>
<tr>
<td>*ar</td>
<td>Medical Waivers</td>
<td>For enrollment or contracting in the ROTC program, retention in the Advanced Course, and WF attendance. See Para 14c(3).</td>
</tr>
<tr>
<td>*ar</td>
<td>Medical Determinations</td>
<td>For enrollment or contracting in the ROTC program, retention in the Advanced Course, and WF attendance. See Para 14c(3).</td>
</tr>
<tr>
<td>1</td>
<td>DD Form 2807-1</td>
<td>Report of Medical History (3 page form); Complete items 1 - 29, pages 1 &amp; 2; Complete name and SSN on page 3. See Para 14c(4).</td>
</tr>
<tr>
<td>1</td>
<td>DD Form 2808</td>
<td>Report of Medical Examination (3 page form); Complete items 2-16, page 1; Complete name and SSN on pages 2 &amp; 3. See Para 14c(5).</td>
</tr>
<tr>
<td>1</td>
<td>SF 88 or DD Form 2351 and SF 93</td>
<td>Cadet’s ENTRANCE 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).</td>
</tr>
<tr>
<td>*ar</td>
<td>Memorandum For Record</td>
<td>For Cadets whose medical examinations have been lost, misplaced, destroyed, etc. See Para 14c(6).</td>
</tr>
<tr>
<td>1</td>
<td>DD Form 2005</td>
<td>Privacy Act Statement – Health Care Records, See Para 14c(7).</td>
</tr>
<tr>
<td>*ar</td>
<td>Other Medical Documentation</td>
<td>Include all medical documentation generated since the Cadet’s initial physical. See Para 14c(8).</td>
</tr>
</tbody>
</table>

*ar – as required  
WF Form 1-2R  
Oct 09 (previous editions are obsolete)
APPENDIX A – WF Records & CCIMS Checklists

WF COMMISSIONEE RECORD CHECKLIST S: 2 Jun 11
(See Para 14e)

Mail: Headquarters, 8th Brigade ATTN: ATCC-HPA (Cadet Personnel), Box 339500, Ft Lewis, Washington 98433-9500
Express HQ, 8th Brigade, ATTN: Cadet Personnel, Bldg. 9D40, JBLM Lewis North, 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: 8th Brigade HQ, Attn: Mr. Steven Remillard, (253) 967-1041.
Email: AACCadetBde8S1CadetActions@USACC.ARMY.MIL.

<table>
<thead>
<tr>
<th>QTY</th>
<th>DOCUMENT</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Memorandum of Eligibility</td>
<td>Dated on or after the Cadet’s academic graduation date, See Para 14e(1) &amp; Appendix B.</td>
</tr>
<tr>
<td>1</td>
<td>Letter of Appointment</td>
<td>Dated as of Cadet’s WF GRADUATION DATE</td>
</tr>
<tr>
<td>1</td>
<td>Proof of Degree</td>
<td>Transcript containing “degree conferred/received” on it or memorandum from university verifying receipt of degree.</td>
</tr>
<tr>
<td>*ar</td>
<td>CG Swim Waiver</td>
<td>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).</td>
</tr>
<tr>
<td>*ar</td>
<td>Interim Clearance Request</td>
<td>Required only for EOWF Commissionees who have not received a SECRET security clearance as of sixty (60) days prior to their WF commissioning. See Para 14e(5).</td>
</tr>
</tbody>
</table>

*ar – as required

WF Form 1-3R
Oct 09 (previous editions are obsolete)
# CCIMS VALIDATION CHECKLIST

**S: 1 Feb 11 and subsequent updated as necessary (See Para 11, CC Cir 145-5)**

## STUDENT MANAGEMENT Module:

<table>
<thead>
<tr>
<th>ENROLLMENT STATUS</th>
<th>Validate ENROLLMENT STATUS must be “E” or “I”</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEMO tab</strong></td>
<td>Validate presence and accuracy of BLOOD TYPE (may require the Cadet attempt to donate blood to verify if Student Health Center cannot type blood)</td>
</tr>
<tr>
<td></td>
<td>Validate SSN (important for Cadet’s pay &amp; accession process)</td>
</tr>
<tr>
<td></td>
<td>Validate DATE OF BIRTH is in MM/DD/YYYY format</td>
</tr>
<tr>
<td></td>
<td>Validate HOR address is actual HOR and not Dorm address</td>
</tr>
<tr>
<td><strong>ACAD &amp; ROTC tab</strong></td>
<td>Validate CURRENT GRADUATION AND COMMISSIONING DATE</td>
</tr>
<tr>
<td><strong>ENROLL tab</strong></td>
<td>Validate Enrollment code is not “B”</td>
</tr>
<tr>
<td><strong>SECURITY tab</strong></td>
<td>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</td>
</tr>
<tr>
<td><strong>ACTIONS tab</strong></td>
<td>Validate Cadet waiver status</td>
</tr>
</tbody>
</table>

## TRAINING Module:

<table>
<thead>
<tr>
<th>HEIGHT/WEIGHT tab</th>
<th>Validate presence and accuracy of information from the Spring APFT/Weigh-In.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>APFT STATUS tab</strong></td>
<td>Validate presence and accuracy of information from the Spring AFPT.</td>
</tr>
<tr>
<td><strong>SWIM STATUS tab</strong></td>
<td>Validate presence and accuracy of information; Status code “F” requires BDE CDR waiver for LDAC; CG Swim Waiver required for EOWF Commissionees</td>
</tr>
<tr>
<td><strong>LDAC PLACEMENT tab</strong></td>
<td>Once you receive the quotas from your Bde, update fields required to assign each Cadet to a Regt. FOR ALL CADETS REQUESTING FLIGHT PHYSICALS – the block indicating Score and Type of Physical must be completed</td>
</tr>
</tbody>
</table>

## ORDERS Module (Submodule - Cadet Training Orders):

<table>
<thead>
<tr>
<th>REQUEST FOR ORDERS Sub-module</th>
<th>TBP</th>
</tr>
</thead>
</table>
| **INBOUND TRAVEL RESERVATION (TRAVEL RESV)** (grey button on RFO Screen) | 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) |
| **OUTBOUND TRAVEL RESERVATION** | DO NOT USE THIS SECTION IF CADET IS ATTENDING FOLLOW-ON TRAINING IMMEDIATELY AFTER LDAC.  
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 Feb 2011, 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. **DO NOT 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 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 11. 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, Para 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 11.
   
   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."
### SGLI/NOK Validation Document
(See Para 14b(3), CC Cir 145-5)

<table>
<thead>
<tr>
<th>INITIAL IN BOX</th>
<th>CADET/PMS VALIDATION STATEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

### Next of Kin/Emergency Contact Information

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship to Cadet:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Phone Number:</td>
</tr>
</tbody>
</table>

CADET SIGNATURE: ___________________________ DATE: ______________

SCHOOL POC: ___________________________ PHONE NUMBER: ______________

E-MAIL: ___________________________

WF Form 5-R
Oct 08
APPENDIX B – Document Preparation Guidance for Cadet Record Items (Cont.)

MEMORANDUM OF ELIGIBILITY (Use DA Letterhead).

ATOX-XXX-XX

(Date on or after Academic Graduation)

MEMORANDUM FOR Commander, Warrior Forge, ATTN: WF-CP, JBLM, 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
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

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

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 6)

(Cadets Required to bring pages 1-4 of checklist to LDAC Signed / Inventoried by University Cadre and PMS)

CADET NAME: _____________________________________ SSN (Last4) __________ REGT ____ BDE __________

UNIVERSITY/ADDRESS ____________________________________________________________________________

<table>
<thead>
<tr>
<th>ITEM</th>
<th>CADET REQ'D TO FURNISH</th>
<th>ISSUED ON CAMPUS</th>
<th>CAMPUS CADRE INVENTORY (QTY)</th>
<th>LDAC CADRE INVENTORY (QTY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Padlock, Key/Combination</td>
<td>3 ea</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Cap, ACU</td>
<td></td>
<td>2 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Jacket (shirt), ACU</td>
<td></td>
<td>3 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Trousers, ACU</td>
<td></td>
<td>3 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. ACU Tan Riggers Belt (Black is UNAUTHORIZED)</td>
<td></td>
<td>1 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Nametape, ACU</td>
<td></td>
<td>3 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. US Army tape, ACU</td>
<td></td>
<td>2 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. US Flag, ACU</td>
<td></td>
<td>2 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Cadet Cmd Patch, ACU</td>
<td></td>
<td>2 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Undershirt, Sand</td>
<td></td>
<td>6 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Underwear</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. T-Shirt IPFU s/s (PT)</td>
<td></td>
<td>3 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Trunks, IPFU (PT)</td>
<td></td>
<td>3 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. IPFU Jacket</td>
<td></td>
<td>1 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. IPFU Pants, Blk</td>
<td></td>
<td>1 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Boots, Combat Brown</td>
<td></td>
<td>2 pr (broken in)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Socks, wool, Blk/Grn</td>
<td></td>
<td>6 pr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. Watch</td>
<td></td>
<td>1 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19. Washcloth</td>
<td></td>
<td>3 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. Bath Towels</td>
<td></td>
<td>3 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. Glove, Leather Blk</td>
<td></td>
<td>1 pr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22. Glove, Insert wool</td>
<td></td>
<td>1 pr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23. Insignia, ROTC as required plus as needed for CTLT, NSTP &amp; CPFT subdued; as req’d for follow-on tng.</td>
<td></td>
<td>2 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24. Bra (Female)-Regular or Sports</td>
<td></td>
<td>14 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25. Shoes, Shower</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26. Shoes, Running</td>
<td></td>
<td>1 pr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27. Cold Weather Underwear (top &amp; bottom, BROWN) (e.g. PolyPro)</td>
<td></td>
<td>1 pr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28. Socks, white PT (calf or ankle high)</td>
<td></td>
<td>6 pr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29. Appropriate Travel Attire (see note 7)</td>
<td></td>
<td>2 sets</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## APPENDIX C: Warrior Forge Cadet Checklists

**CLOTHING RECORD (page 2 of 6)**

(Cadets Required to bring pages 1-4 of checklist to LDAC Signed / Inventoried by University Cadre and PMS)

**CADET NAME: ___________________________________ SSN (Last4)_______ REGT______ BDE______**

UNIVERSITY/ADDRESS______________________________________________________________________

<table>
<thead>
<tr>
<th>ITEM</th>
<th>CADET REQ’D TO FURNISH</th>
<th>ISSUED ON CAMPUS</th>
<th>CAMPUS CADRE INVENTORY (QTY)</th>
<th>LDAC CADRE INVENTORY (QTY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>30. Notebook, Pocket/pen/pencil (mechanical 0.5mm) (note g)</td>
<td></td>
<td>Min. 2/5/2 of ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31. Identification Tag w/medical tags if required</td>
<td></td>
<td>1 set</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32. Eyeglasses (if worn). Contacts are UNAUTHORIZED, glasses must be IAW AR 670-1, NO TINTED LENSES</td>
<td></td>
<td>2 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>33. Flashlight Elbow type or Mini-Mag w/red lens (4 extra batteries and bulb)</td>
<td></td>
<td>1 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>34. Personal Hygiene Items</td>
<td></td>
<td></td>
<td>As required &amp;/ or Applies</td>
<td></td>
</tr>
<tr>
<td>- Min. 28 day supply: (Below is the Min Req)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Small Container of Laundry Soap</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- 1 can shaving cream</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- 4 razors</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- 1 toothbrush</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Toothpaste</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Nail clipper</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Soap bar (unscented) and/or bottle shampoo</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Female additional</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Pads/tampons/panty liners for duration of training (17 days for the Field, in the A bag or Ruck Sack)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Baby wipes/cleansing towelettes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Natural color/clear hair ties, clips, bobby pins</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX C: Warrior Forge Cadet Checklists
CLOTHING RECORD (page 3 of 6)
(Cadets Required to bring pages 1-4 of checklist to LDAC Signed / Inventoried by University Cadre and PMS)

CADET NAME: _____________________________________ SSN (Last4)_________ REGT______ BDE_______
UNIVERSITY/ADDRESS______________________________________________________________________

<table>
<thead>
<tr>
<th>ITEM</th>
<th>CADET REQ'D TO FURNISH</th>
<th>ISSUED ON CAMPUS</th>
<th>CAMPUS CADRE INVENTORY (QTY)</th>
<th>LDAC CADRE INVENTORY (QTY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>35. TACSOP</td>
<td></td>
<td>1 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>36. Terrain Model Kit (For use at Sqd STX, Patrolling, etc.)</td>
<td>1 set</td>
<td>See TACSOP for Example</td>
<td></td>
<td></td>
</tr>
<tr>
<td>37. Foot Powder</td>
<td></td>
<td>2 ea (initial)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>38. Insect Repellent</td>
<td></td>
<td>1 ea (initial)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>39. Sunscreen</td>
<td></td>
<td>1 ea (initial)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40. Chapstick</td>
<td></td>
<td>2 ea (initial)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>41. Handkerchiefs</td>
<td></td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>42. Hangers, Clothes</td>
<td></td>
<td>Min 10 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>43. Eyeglass, Safety (with prescription inserts if needed)</td>
<td></td>
<td>1 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>44. Belt, reflective</td>
<td></td>
<td>1 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>45. Camouflage Stick</td>
<td>Green/Loam/ACU</td>
<td></td>
<td>1 ea (initial)</td>
<td></td>
</tr>
<tr>
<td>46. Gallon Size Zip-Lock Bags</td>
<td></td>
<td>10 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47. 550 Cord (5mm) (GRN/BLK)</td>
<td></td>
<td>5 meters minimum</td>
<td></td>
<td></td>
</tr>
<tr>
<td>48. Tactical Bungee cords, med size (black/ brown/green/ACU)</td>
<td></td>
<td>4 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>49. Protractor, Map (GTA 5-2-12)(2005)</td>
<td></td>
<td>1 ea (for practice)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50. Bag, Duffel</td>
<td></td>
<td>2 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>51. Bag, Waterproof</td>
<td></td>
<td>1 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>52. Poncho</td>
<td></td>
<td>1 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>53. Canteen, Water (1 qt)</td>
<td></td>
<td>2 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>54. Knee &amp; Elbow Pads (fitted)</td>
<td></td>
<td>1 pr of each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>55. Cup, Canteen</td>
<td></td>
<td>1 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>56. Case, First Aid w/dressing</td>
<td></td>
<td>1 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>57. Compass, Lensatic</td>
<td></td>
<td>1 ea</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### APPENDIX C: Warrior Forge Cadet Checklists

**CLOTHING RECORD (page 4 of 6)**

(Cadets Required to bring pages 1-4 of checklist to LDAC Signed / Inventoried by University Cadre and PMS)

**CADET NAME:** _____________________________________

**SSN (Last4)_________**

**REGT_____BDE_______**

**UNIVERSITY/ADDRESS______________________________________________________________________**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>CADET REQ’D TO FURNISH</th>
<th>ISSUED ON CAMPUS</th>
<th>CAMPUS CADRE INVENTORY (QTY)</th>
<th>LDAC CADRE INVENTORY (QTY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>58. Parka w/w ACU or Woodland Camo</td>
<td>1 ea</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>59. Trousers, w/w ACU or Woodland Camo</td>
<td>1 ea</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60. Helmet, Kevlar or ACH – complete</td>
<td>1 ea</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>61. 30 RD Magazine Pouch (LBE Pouch, NOT MOLLE)</td>
<td>1 ea</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>62. <strong>APPENDIX C: CC Cir WF (Pages 1-4) Cadet Checklist signed/Inventoried by Cadre/PMS</strong></td>
<td>Ensure Notes Page 6 of 6 is Understood &amp; Clear to all Cadets/Cadre</td>
<td>1 ea</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CAMPUS CADRE CONDUCTING INVENTORY:**

**NAME_________________________RANK_____SIGNATURE________________________________________**

**DATE OF INVENTORY___________________**

**PMS VERIFICATION:** I verify that the Cadet’s LDAC materials were inventoried IAW CC Cir 145-05 and all clothing and equipment was present and serviceable.

**NAME_________________________RANK_____SIGNATURE________________________________________**

**REMARKS:**__________________________________________________

**LDAC CADRE CONDUCTING INVENTORY:**

**NAME_________________________RANK_____SIGNATURE________________________________________**

**DATE OF INVENTORY___________________**

**REMARKS:**__________________________________________________
APPENDIX C: Warrior Forge Cadet Checklists (Cont.)
Items Issued by CIF & Regiments (page 5 of 6)

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM</th>
<th>ISSUED AT CIF</th>
<th>ISSUED AT REGT</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Coat, ACU (shirt)</td>
<td>4 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Trousers, ACU</td>
<td>4 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Undershirt, Sand</td>
<td>6 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Socks, (Blk/Gn)</td>
<td>9 pr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Bag, Waterproof</td>
<td>1 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Parka, Gortex</td>
<td>1 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Pouch, Sustainment</td>
<td>2 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>LBV, (Load Bearing Vest)</td>
<td>1 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Pack MOLLE Main (SMALL w/straps/frame)</td>
<td>1/2/1 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Belt Waist</td>
<td>1 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Pack, Assault</td>
<td>1 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Pouch, Canteen</td>
<td>2 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Pouch, 30 RD Magazine (MOLLE)</td>
<td>3 ea (MOLLE)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Pouch, Grenade</td>
<td>2 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Hydration System with Blatter</td>
<td>1/1 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Sleep System Carrier</td>
<td>1 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>Bag, Barracks</td>
<td>2 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>Sleep System</td>
<td>1/1/1 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19.</td>
<td>Sleeping mat</td>
<td>1 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20.</td>
<td>Liner, Poncho</td>
<td>1 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21.</td>
<td>Mosquito Net (head)</td>
<td>1 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22.</td>
<td>Foot Powder</td>
<td>1 ea (refill)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23.</td>
<td>Insect Repellent</td>
<td>1 ea (refill)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24.</td>
<td>Sunscreen</td>
<td>1 ea (refill)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25.</td>
<td>Chap stick</td>
<td>1 ea (refill)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26.</td>
<td>Camouflage Stick Green/Loam/ACU</td>
<td>1 ea (refill)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27.</td>
<td>Protractor, Map (GTA 5-2-12)(2005)</td>
<td>1 ea (issued by Committee)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28.</td>
<td>Blank Adapter, M16</td>
<td>1 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29.</td>
<td>Ear Plug Case</td>
<td>1 ea (Issued during physical)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30.</td>
<td>Case, Maintenance Rifle Cleaning</td>
<td>1 ea</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Inventorying Cadre Rank and Name ________________________________________________________________

Inventorying Cadre Signature ________________________________________________________________

Date of Inventory _______________________________________________________________________

43
APPENDIX C: Warrior Forge Cadet Checklists (Cont.) (page 6 of 6)  
Warrior Forge Cadet Clothing and Equipment PCC/PCI

1. ALL CADETS ARE REQUIRED TO BRING THE FIRST FOUR PAGES OF THE CC Cir 145-5 PACKING LIST TO WF 2010. THE INVENTORY IS REQUIRED TO BE SIGNED BY BOTH THE UNIVERSITY CADRE CONDUCTING THE INVENTORY AND THE PMS.

2. CADETS MISSING ITEMS WILL RECEIVE AN “N” SPOT REPORT.

3. All ACU accessories must be IAW AR 670-1. ACU patches will not be issued at Warrior Forge (WF). CIF stocks ACUs from xs/xs to xl/xl. Cadets requiring alternate sizes see CC Cir 145-5.

4. “Under armor” type/style undershirts are NOT authorized.

5. Boots will meet AR 670-1 standard. Basic issue combat boots (NSN 8430-01-514-4935 or 8430-01-516-1506) are preferred for attendance at WF, but cadets may wear any CTA authorized boot.

6. No court type shoes will be worn during WF.

7. Appropriate civilian attire is defined as dressing professionally, looking relaxed yet neat and pulled together. This includes no flip-flop type sandals, no exposed midriff, no undergarments worn as outer-garments and no clothing that has inappropriate statements or images. Cadets will be well groomed and professional in appearance IAW AR 670-1.

8. Boot maintenance kit is not required but cadets that choose to bring, could use a stiff brush to clean dirt off boots, suede cleaner and some type of suede waterproof material.

9. Any type of notebook is acceptable as long as it fits in the cargo pocket.

10. A 6” Mini-Mag flashlight with a red lens is an acceptable alternative to the elbow type flashlight. Flashlights must have a RED lens. Cadet must bring the required spare batteries and bulbs for whichever type flashlight they bring. KEY: Night Land Navigation is imperative to have a strong beamed flashlight. Petzl type headlights are authorized, but must conform to red lens standards. LED lights are NOT authorized (regardless of lens color).

11. 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.

12. 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 Fielding Initiative (RFI) program. Shaded/sunglasses are NOT authorized.

13. Kevlar or Advanced Combat Helmet (ACH) complete helmets include: sweatband, woodland or ACU camo cover, chin strap, and helmet band with name. Helmet must be properly fitted for each Cadet. Name may be sewn on Kevlar name tape or may be written in block lettering. See picture of Kevlar/ACH tie downs. Depending on the helmet, tie downs may change with the cover. Reproduce the TACSOP tie down standard as pictured in the TACSOP.

14. Basic Issue Items (BII) are the items that are issued by the government at the University, WF CIF and the Regiment. Additional Authorized Items (AAI) are not required items but can be purchased at the cadet’s expense to aid training or increase convenience. WF or the government will not pay for any of these items, but here are some suggested AAI items: Speed Beads (used for pace count during land navigation/patrolling), a sewing kit (to make repairs on uniforms), APFU Fleece Cap, US Army issue leather gloves (to include nomex type gloves if issued) are allowed.
### APPENDIX C: Warrior Forge Cadet Checklists (Cont.)

**Cadet Documents/Required Information Checklist**

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

*ar – as required
**APPENDIX C: Warrior Forge Cadet Checklists (Cont.)
Cadet Commissionee Clothing & Equipment Checklist**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Army Service Uniform or Class A Greens (piping sewn on) and all accoutrements (e.g. name tag, etc.)</td>
<td>1</td>
</tr>
<tr>
<td>Beret</td>
<td>1</td>
</tr>
<tr>
<td>2LT Insignia; pin-on, non-subdued;</td>
<td>3</td>
</tr>
<tr>
<td>2LT Insignia; Velcro for ACUs</td>
<td>1</td>
</tr>
<tr>
<td>US Army Insignia</td>
<td>2</td>
</tr>
<tr>
<td>First Salute Silver Dollar (MUST ACQUIRE BEFORE ARRIVAL AT WF)</td>
<td>1</td>
</tr>
</tbody>
</table>
APPENDIX C: Warrior Forge Cadet Checklists (Cont.)
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 sand T-shirt.

b. Training schedules will announce the uniform for training. The following uniform designators will be used in all WARRIOR FORGE training schedules:

<table>
<thead>
<tr>
<th>DESIGNATOR</th>
<th>EQUIPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (Garrison Uniform)</td>
<td>ACUs, complete Combat Boots, Brown. Notebook, pen/pencil (in left cargo pocket). TACSOP (in right cargo pocket vs LBV while in Field Uniform)</td>
</tr>
<tr>
<td>B (Field Uniform)</td>
<td>Same as Uniform A plus: Kevlar/ACH helmet with cover and band LBV to include: 1 MOLLE Waist belt 1 Carrier, Hydration w/bladder 2 sustainment pouches 2 canteen pouches 3 30 RD Magazine Pouches 2 Grenade Pouches 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 &amp; Elbow Pads (METT-TC) Black Gloves w Inserts (METT-TC) Patrol Cap available (METT-TC) Reflective belt (METT-TC as directed by RTO) TACSOP (inside pocket of LBV)</td>
</tr>
<tr>
<td>C (Physical Training uniform)</td>
<td>Army Physical Fitness Uniform consisting of: T-shirt (Short Sleeve) Shorts White Socks Reflective Belt Running Shoes</td>
</tr>
<tr>
<td>D (Ceremonies)</td>
<td>ACU complete for RAC and Graduation, Army Service Uniform (ASU) or Class A Greens for EOWFC</td>
</tr>
<tr>
<td>E (CIV)</td>
<td>Appropriate civilian attire as determined by the RTO.</td>
</tr>
</tbody>
</table>
APPENDIX D - Cadet Instructions for Completion of DD Form 1351-2
To Be Published
ANNEX E – WARRIOR FORGE POLICY MEMOS
(To Be Published)
APPENDIX F - Guest Information for WF Graduation & 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, JBLM Lewis Main at 9:00 a.m. on the dates listed in Para 2b. Graduation is an outdoor ceremony, so please come prepared for the weather.

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 JBLM 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 Para 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. 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-Graduation Commissioning. Cadets who desire to have their Oath of Office administered by an immediate family member (must be a commissioned officer) may do so the night prior to graduation by making a request through the Regimental HQs to the Commandant of Cadets. The Regiment will facilitate the request and the Commandant’s office will schedule an appropriate ceremony and administer necessary documentation. These Cadets may subsequently be released the LDAC area to have dinner/visit with their families, but will return to their regimental areas NLT the time specified by the RTO. Even if the oath is administered the night prior, all Cadets will render the oath during the graduation ceremony. Since guests of commissionees are invited, it is suggested that you coordinate for pre-approved access to enter thru the JBLM Lewis Main 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 JBLM. 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 JBLM. Guests with a valid military identification card may also seek a reservation via the JBLM Lodging office at (253) 964-0211 or (800) 462-7691.

7. Access to JBLM. JBLM is located off Interstate 5 at Exit 120 and services both JBLM Lewis Main (on the south east side of the freeway) and JBLM Lewis North (on the north west side of the freeway). The graduation ceremony will occur on Lewis Main. Since JBLM 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 Lewis Main Visitor Center (located at the entrance to Lewis Main) before passing through the Lewis Main gate. No advance coordination is required for a single-day vehicle pass; however, drivers must have in 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. Up until three days prior to graduation or commissioning activities, guests may coordinate with the regiment for a pre-approved vehicle pass by providing the driver’s name, vehicle make, model, license plate number, and vehicle pass preference (single-day or two-day). Upon arrival at the Lewis Main...
Visitors Center on the day of the event (graduation or Commissioning Activities), 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.

8. **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.

9. **Regimental Assistance.** A regimental representative will be present at the Lewis Main 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 the Warrior Forge Tactical Operations Center at (253) 967-6449/1014.
APPENDIX G – Hygiene in the Field Environment

1. INTRODUCTION. Military 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 departing campus 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 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 29 days long with 17 Days 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/Cleaning Towelettes
4. washcloth
5. dental floss
6. toothbrush
7. fluoride toothpaste
8. razor blades
9. napkins/ tampons/panty- liners
10. nail clippers
11. over the counter (OTC) medications for colds, aches or pains
12. lip balm

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 JBLM - 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. Females should not wear makeup in the field.

c. Rings and jewelry. Per 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.

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. 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 H – Animal, Insect and Allergen Awareness.

a. Bathing. Bathe as often as the tactical situation permits in the field environment to maintain good hygiene. 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 always available in the field, so use a washcloth or baby wipes daily to wash the more important areas such as:

1. your genital area
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(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 before 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).
(4) Females are advised to wear panty liners to stay fresh and dry.

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. 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.

(1) Blister Prevention: Things you can do to help prevent this include:

- Avoiding ill-fitting footwear (too large or too small).
- Wearing new boots regularly to “break them in,” or talking to your supply technician about issuing you a worn pair of boots.
- Keeping your feet clean and dry (use spray antiperspirants containing aluminum chlorohydrate or aluminum chloride on your feet).
- 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.
- 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.
- Changing socks at a minimum of 2-3 times a day, and each time your feet get wet.

(2) Blister Treatment: 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:

- Gently wash area with soap and water.
- Puncture the blister with a sterile needle at the edge of the blister.
- Gently compress the blister to remove the fluid.
- Do not remove the blister skin. This is a natural barrier that protects the area from infection.
- Cover the blister area with moleskin that has a hole formed to blister shape; this relieves pressure on the affected area.
- Avoid touching the blistered area; this decreases bacterial contamination.
- 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.

d. 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. 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 single color is conservative and complements the uniform (purple, gold, blue and white are specifically listed as unacceptable in Para 1-8, AR 670-1).

a. **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. Button blouse/shirt at the neck and wrist.
4. 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 Para 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.** The potential for changes in bowel movements in the field setting can be a very real problem. Knowledge and pre-planning may not eliminate the problem, but they can lessen the impact of changes to your routine. 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.** Almost everyone has some level of change in his or her bowel pattern when in the field. 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 the medics 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 pain are symptoms of an infection that has moved up to your kidneys and requires immediate medical attention.
(8) Ways to help decrease the chances of you contracting an infection include:
- Urinate frequently– at least 4-6 times/ 24 hours.
- 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.
- 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.
- If problems persist, seek the help of medical personnel, who are available in both garrison and field environments.
- 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.)
(f) Wear panty liners daily to keep yourself fresh, dry and clean.

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. WF is a 29 daylong 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 7 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 4 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. 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. 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 Cadet Command Chief Nurses if you would like to discuss any of the topics in this appendix in more detail.
APPENDIX H - Animal, Insect and Allergen Awareness

1. INTRODUCTION. JBLM 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 interfere with your training 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 (Allergic Reaction) happens to you or other personnel.

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.
      (1) DO NOT approach or handle animals or insects.
      (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 animals.

   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 diarrhea and other 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 pesterling you. Following these hints can make field training more bearable and can help you focus on your training:
      (1) Field hygiene, including field bathing, it protects Cadets against disease-causing germs that are present in all environments especially in the field environment, wash with a cloth and soapy water, paying particular attention to armpits, groin area, face, ears, hands, and feet. If clothing cannot be washed or exchanged, shake them and air them regularly in the sun that greatly reduces the number of germs on them, and follow proper use and wear of the uniform during field training to minimize your exposure to insects.
      (2) Army issue DEET insect repellant 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 PTO or PTNCO and peers 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, ensure that Cadets that are allergic to bee stings follow the WF SOP

      (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. **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 make sure that all medication must be in the original labeled container and Cadre members must be notify so they know that medications are for disease or injury. Cadets that required prescription for allergic reactions must keep it with them at all times and make sure your PTO/PTNCO and peers know where it is just in case you cannot reach for it for any reason. See Para 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 (penicillin’s, 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 Para 2.d above
      6. animal products (animal hair and dander, cockroach, dust mites)
      7. scented soaps, shampoos, and deodorants
FSE (Forward Support Element) - Provides RSOI Support For USAR Soldiers Supporting WF, Provides Trainers For Training Committees, and All Billeting, DFAC, And Financial Support For All USAR Soldiers.

RSMC (ROTC Support Mission Command) – C2 for all FORSCOM Support to WF.
APPENDIX J - Cadre DTS Travel Information for WF 11 (Updated 15 DEC 10)

Travel Authorizations will be completed using the Defense Travel System (DTS). Points you will need to know when creating your DTS authorization and voucher:

I. 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 RECEIPT 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. CTO will e-mail (must be sent to a .mil address) the itinerary outlining the cost of airfare. This itinerary/receipt must be kept for your records and attached as "substantiating documents" when filing voucher.

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) 2011**. 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 (note at time of print DTS still recognized Fort Lewis however, the name has changed to Joint Base Lewis McChord – JBLM and one day DTS may catch up ). 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, excess baggage, taxi fees, etc. Failure to estimate these expenses on your authorization could result in failure to be reimbursed on your voucher.

II. Accounting, Partial Payments, Advances, and Per Diem Entitlements

1. When selecting the Line of Accounting, use 11 LDAC for all 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 “SUPPLIMENTAL 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 “11 LDAC”. 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.

4. 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 2011 (including incidentals) are as follows:
   a. On post: TDY LOCATION: “FT. LEWIS, WA”: M&IE $15.80: $10.80 (meals) + $5.00 (incidentals)

   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.

III. Lodging

1. BILLETING IS CONTRACTED. YOU MUST ZERO OUT ALL LODGING COSTS WHILE ASSIGNED TO CAMP. WF Cadre are billeted both ON and 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 OFFICIAL section on the review page. Regardless of where you are billeted, your TDY location is FT. LEWIS, NOT TACOMA OR SEATTLE.

2. Once you enter the 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 click ‘SAVE THESE PER DIEM ENTITLEMENTS.

   a. If you are billeted on FT. LEWIS, click EDIT ALL again, go to the meals section and click Available and select breakfast, lunch, and dinner. This will automatically calculate the correct per diem total of $15.80. Go to the bottom and click on SAVE THESE ENTITLEMENTS.
   b. If you are billeted off-post, the correct entitlements of $61.00 will show and require no adjustments.

   NOTE: This year WF DFAC hours and the WF Field feeding plan have been adjusted to facilitate Cadre schedules. Missed Meals are not generally authorized. Only rare occurrences will warrant a claim for a missed meal and these occurrences must be approved in advance by the WF Chief of Staff. An example of this is - Soldier was required to dine with a VIP at a greater personal expense than authorized. Otherwise, Cadre leaders must plan for and insure that their Cadre are provided with the opportunity to eat as directed. Personal preference to not consume a MRE does not justify a missed meal.

4. IF YOUR BILLETING ASSIGNMENT CHANGES ONCE YOU ARRIVE OR AFTER YOU ARRIVE, YOU MUST MAKE AN AMENDMENT TO YOUR AUTHORIZATION TO REFLECT THIS CHANGE.
**IV. 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 be charged as leave in DTS and proper leave paperwork should be submitted prior to travel.

   a. 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.**

   b. 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 fairs 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.

**V. Miscellaneous**

1. **Laundry Expenses:**
   
   a. DoD civilian employees are authorized reimbursement for the cost of personal laundry/dry-cleaning and pressing of clothing when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS. (There is no limitation on the amount claimed however the amount must be reasonable for the assignment concerned.) You must incur laundry expenses to claim them (Receipts are required for one time expenses in excess of $75.00 Uniformed members are authorized reimbursement for the cost of personal laundry/dry-cleaning and pressing of clothing. The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of $2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS Member performs TDY travel in CONUS requiring 7 consecutive nights TDY lodging in CONUS. 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:
b. 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.).

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.

VI. 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.

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 “J” was developed by Cadet Command 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 Brigade’s respective Budget Team at Cadet Command Headquarters BEFORE you execute your DTS orders.
APPENDIX K – 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. 2LT needs to take initiative to ensure that all forms are correct prior to the Admin Tech forwarding the packet.
  2. If the 2LT is going to change banks, they need to submit a new 1199, and that they should NOT close their bank account until after 1st Paycheck received into the NEW bank account.
- Government Credit Card, if authorized
  **If the 2LT is IA, the packet will have already been sent to Finance, unless there are missing documents, therefore, it is important that the 2LT review the packet, sign a statement verifying the 2LT 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 to be 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 2LT takes leave
LEAVE TO date: the day leave ends
TRAVEL FROM date: the day the 2LT begins Travel
TRAVEL TO date: the day the 2LT 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 WF – University Admin Tech needs to send to DFAS (This payment is typical a very small amount of money).
  
  **Address:** DFAS-Rome
     Attn: Travel
     325 Brooks Road
     Rome, NY 13441
  
  **FAX:** 317-275-0330
  
  **Email:** DRO-TravelAdvance@dfas.mil
  
  **Forms—Advance Travel – 10 days prior to Active Duty date**

  1. Request for Advance Travel
  2. Orders to Active Duty and to WF
  3. Form SF 1199

  2. If IA, and packet complete, Advance Pay (Pay back over 12 Months)

  **ORDERS – Need to bring 10 copies (1610 BOLC, 1610 WF and AD)**

  **OTHER ISSUES:**

  1. 2LTs will be issued TA-50 from the JBLM CIF. Unlike permanent school Cadre, 2LTs do not bring TA-50 to Warrior Forge.
  2. Do not bring Privately Owned Weapons to WF.
  3. 2LTs are authorized AND STRONGLY ENCOURAGED to drive to WF with Travel time IAW orders. Refer to Section V, Para 46.
### APPENDIX L – WF 2LT Inprocessing Checklist

**WF 2LT INPROCESSING CHECKLIST**  
S: NLT 10 workdays after release of BOLC/WF assignments

Mail: Cdr, 8th BDE (ROTC) ATTN: ATCC-HPA (WF 2LT Inprocessing), Box 339500, JBLM, WA 98433-9500  
Express Mail: 8th BDE (ROTC) ATTN: ATCC-HPA (WF 2LT Inprocessing), Bldg. 9D40, JBLM, WA 98433-9500  
Fax: 8th BDE (ROTC), ATTN: ATCC-HPA (WF 2LT Inprocessing), (253) 967-1041  
E-mail: AACBDE8S1LDACACTIONS@USACC.ARMY.MIL And CC to THERESA.CAIN@USACC.ARMY.MIL

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<thead>
<tr>
<th>√</th>
<th>QTY</th>
<th>SECTION A:</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5</td>
<td>Active Duty Orders, Amendments &amp; DD Form 1610s</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>DA Form 3685-R (JUMPS – JSS Pay Elections)</td>
<td>Items 1, 2, 4a(1) – (5), and 7a – e must be completed. Item 2 must be marked “Sure Pay/Direct Deposit”. <strong>Even if you had Direct Deposit as a Cadet, you must submit this form.</strong> Ensure the Account number listed on this form is the same as the one listed on The SF 1199A (Direct Deposit Sign-Up Form).</td>
</tr>
<tr>
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<td>1</td>
<td>SF 1199A (Direct Deposit Sign-Up Form)</td>
<td>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. <strong>Even if you had Direct Deposit as a Cadet, you must still submit this form.</strong></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>IRS Form W-4</td>
<td>Complete Items 1 – 5 and sign and date bottom of form.</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>DD Form 2058 (State of Legal Residence)</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Payment of AD/Additional Duty Allowances (Clothing)</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>DA Form 5960 (Authorization for Start, Stop or Change Basic Allowance for Quarters (BAQ) and/or Variable Housing Allowance (VHA)</td>
<td>Do not complete this form if you are single and do not have any dependents.</td>
</tr>
<tr>
<td></td>
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<td>Marriage License/Certificate</td>
<td>This form is required to establish BAQ at a “with dependents rate”.</td>
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## WF 2LT INPROCESSING CHECKLIST (Cont)

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<td>Child(ren)'s Birth Certificate and Divorce Decree with Proof Required to Pay Child Support.</td>
<td>These documents are required to establish BAQ at a “with dependents rate” if you are divorced or unmarried and provide support for a minor</td>
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<tr>
<td></td>
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<td>SGLV 8286 (Servicemen’s Group Life Insurance Election and Cert)</td>
<td>Ensure you are using the most current edition dated December 2007.</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>DD Form 93 (Record of Emergency Data)</td>
<td>Ensure you are using the most current edition dated January 2008.</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>DD Form 2560 (Advance Pay Certification/Authorization)</td>
<td>It may take 4 – 6 weeks for you to receive your 1st pay. If you require money earlier, complete this form and include in the packet. Complete all blocks except for Item #7. Advance Pay is typically received within 7 days, however in some cases it may take up to 3 weeks to from the day you report to WF.</td>
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<td></td>
<td>1</td>
<td>DD Form 4 Series (Enlistment Document)</td>
<td>The one completed when contracted or enlisted in the Reserves or National Guard</td>
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<tr>
<td></td>
<td>1</td>
<td>DA Form 597 or 597-3 (Contract)</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>SMP Agreement</td>
<td>Only if applicable.</td>
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<tr>
<td></td>
<td>1</td>
<td>DD Form 214, 220 or 215</td>
<td>These forms are required if you were prior service. Ensure the forms are legible and include all active/inactive service</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Cadet Record Brief</td>
<td>Self-explanatory</td>
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**SECTION B:**
Immediately after commissioning e-mail or fax the above listed numbers/e-mail addresses

|   |   | DA Form 71 (Oath of Office) | Self-explanatory |
|   |   | DA Form 3081-R | Include your Height and Weight (and BF if needed) |

**SECTION C:**
Hand Carry the following to WF

|   |   | Military Personnel Records Jacket (MPRJ) (201 File) | Self-explanatory |
|   |   | 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. |