

240th Regiment
Regional Training Institute
289 Hildreth Street North
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(207) 430-5784

“Leadership through Education”

12W10 Student -Standing Operating Procedures

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PREFACE

Soldiers attending courses at the 240th Regimental RTI are attached to this unit for the duration of their respective courses, unless released before completion of the course. With this in mind the established Chain of command and the NCO support channels listed within this SOP will be adhered to.

Once a Soldier is enrolled in a class they are referred to as Students. Students will read and comply with this SOP.

SCHOOL HOUSE COMMANDANT

MEMORANDUM FOR: Incoming Students to the 240th Regional Training Institute

SUBJECT: Student Welcome Letter

1. On behalf of the entire staff, I would like to extend to you a warm welcome to the 240th Regiment Regional Training Institute 12W course.
2. Your class will be conducted in a new 33 million dollar facility. It is designed with the latest training and teaching equipment in order to provide the highest standard of Army Training. We believe that our facilities and instructors are among the best in the Northeast, if not the entire country.
3. It is our intent to provide you with the very best educational, training, and overall quality of life experience possible. Please feel free to bring any issues you might have to the attention of my staff in order to make your time with us the very best possible. Although every effort should be made to solve problems at the lowest level, I do have an "open door" policy and welcome any unresolved issues that you may have.
4. It is my hope that you will be able to use some of your free time to explore the many beautiful sites that Maine has to offer. It will not take long for you to realize why the people from Maine have given its State the name "Vacationland".
5. Any questions concerning the above information can be directed to MSG Brian Dill at (207) 430-5459.

STEVEN L. CURTIS
CSM, MEARNG
Commandant

"Leadership through education"

PURPOSE OF THE STUDENT SOP

This Student SOP serves as a resource as to student expectations while attending the 240th Regiment RTI. Use this SOP throughout your tenure as a Student and remember the benefits you derive from the course are directly proportional to the amount of thought and effort that you apply. Suggestions for improvement of this SOP should be submitted, in writing, to the Commandant.

1. GENERAL STUDENT INFORMATION

a. This guide outlines the procedures and established guidelines to assist Students attending the 240th Regiment RTI.

b. Personnel attending the 240th Regiment RTI will read the Student SOP within the first 24 hours after sign-in and become familiar with the contents. All Students will be required to sign a DA Form 4856 stating they have read, understand and will comply with all provisions of this SOP.

c. Personal Appearance. Each student will maintain the high personal and professional standards that are indicative of professional soldiers:

(1) Hair must conform to those standards established IAW AR 670-1. Haircuts will meet standards before students are allowed to sign in for the course.

(2) All clothing will be neat, clean, and serviceable.

(3) All unit insignia, chevrons, and cloth badges will be correctly positioned and affixed to the appropriate uniform IAW AR 670-1. Corrective action regarding misplaced/missing insignia, chevrons, name tapes, or U. S. Army tapes will be completed within 24 hours of notification.

(4) All pockets designed to be buttoned or snapped will be closed. No material (pens, pencils, combs) will protrude from the pockets.

(5) Sunglasses may be worn in accordance with guidance in AR 670-1.

(6) No form of beards will be worn unless prescribed by competent medical authority. Beards will not be sculptured or exceed 1/4 inch. DA 3349, Physical Profile, or a doctor's evaluation on letterhead stationary must be presented as valid medical documentation authorizing the beard.

(7) The issued sand belt for ACU is the only belt authorized for wear with the ACU uniform while on 240TH RTI school grounds.

(8) Identification (dog) tags are considered part of the uniform and will be worn during training unless otherwise directed by the instructor.

(9) Soldiers are not allowed to wear, attach, affix or display articles of jewelry to or through the skin while in uniform. This rule also applies to male soldiers in civilian clothes, on duty or off duty, while on 240TH RTI. Female soldiers will wear earrings IAW paragraph 1-14c of AR 670-1 when on duty. Females may wear any type of earrings when off duty whether they are on or off of the installation.

(10) Students are allowed to wear backpacks, commercial rucksacks, and gym bags or like articles while in uniform by carrying them over one shoulder. The bags must be black, without logos or seals. Army agency / organization seals, insignias and crests are considered logos. Hand carried book bags or brief cases need not meet these criteria.

(11) Tattoos or brands on the neck, face or head are prohibited. Tattoos or brands on other parts of the body that are visible and prejudicial to good order and discipline are also prohibited. Soldiers falling into these categories will be evaluated by the commandant or his designated representative and may be denied enrollment or processed for dismissal if already enrolled.

(12) ACUs are authorized for wear off of 240TH RTI, however; students are encouraged to wear civilian clothes when visiting Bangor or surrounding communities. If students choose to wear ACUs into town they must adhere to all uniform wear standards contained in AR 670-1 while doing so. ACUs are not authorized for wear in establishments in which the primary sale is alcohol. The ACU uniform will not be worn when using any method of commercial transportation.

d. Student Conduct. The conduct, customs, and courtesies of students must be equal to the prescribed standards of the Department of the Army. The students' off-duty conduct will be in accordance with UCMJ.

e. Reference Materials. All required training materials, manuals, and references will be issued to the students for use during the course. Any form of permanent tabbing, highlighting or writing in manuals is prohibited. The student will be required to turn-in these reference materials at the end of each course. The students, with the approval of their instructor, may retain handouts, including practical exercises and other information issued throughout the courses.

f. Absence. All students will obtain permission from their instructor before being absent from any class. Any excused absence that results in a student missing more than four (4) hours of course instruction, for courses less than 50 hours, or 8 hours, for courses more than 50 hours, will result in the student being processed for dismissal. All students absent without permission will be reported to their units and they will be processed for dismissal from the course. All students will inform their squad leader before departing the 240th Regiment, training area for any authorized absence. In the event that an excused absence results in missing an examination, a makeup examination will be arranged as soon as possible. Any emergency situation requiring the student to leave the class should be immediately reported to the instructor.

1) Leaving Post after Duty Hours. Unless directed otherwise by their Course Managers Students are free to leave the RTI after their duty day is complete. Students must sign out at the front desk every time they leave and sign in when they return. Students must return no later than 22:00. Failure to return to RTI before 22:00 can result in dismissal from the school under disciplinary actions.

g. Pass and Leave Policy. A pass can only be granted by the Commandant or his representative. Ordinary leave will not be granted to student personnel. Passes will be limited to four (4) hours in duration except for courses that have a scheduled break in instruction in which case passes will not exceed 24 hours. Any pass granted during scheduled training will be ruled as an excused absence and will be limited as indicated in paragraph f above. Routine travel done during off duty hours and within 30 miles of 240TH RTI does not require a pass. Any travel beyond 30 miles of 240TH RTI requires a pass from the Commandant or his representative.

h. Student Pay. All students' pay documents will be processed by their home units. The 240th Regiment RTI will not process any pay documents.

i. Training Schedules. The class training schedule will be part of the welcome packet given to each soldier upon check in. Each student to be familiar with the contents of this schedule as all training is based on this schedule.

j. Telephone Calls. Students will make only "OFFICIAL BUSINESS" calls on telephones of the 240th Regiment RTI. Incoming calls will be documented and a message forwarded to the student. Students may make official calls from the administration area during duty hours with permission. Official calls will be limited to 2 minutes.

k. Clearance. Before departure, all equipment drawn from the 240th Regiment RTI will be cleaned and turned into the supply section. All students must sign out at the administrative desk located in building 700 prior to being released.

l. Mail. The mailing address at the 240th Regiment RTI is:

240th Regiment (RTI)
12W10 MOS-T
(YOU'RE NAME)
Class Number
289 Hildreth St. N.
Bangor, Maine 04401

m. Visitors. Commanders and the chain-of-command of students attending courses are encouraged to visit the 240th Regiment RTI. To coordinate an official visit call (207) 430-5784

(1) Unofficial visits will be limited to non-duty hours.

(2) Visitors must report to the administrative office located in Building 700 and the student will be notified.

(3) Visitors are restricted to designated areas.

(4) Visitors are not allowed in billeting areas.

n. Complaints and Counseling.

(1) The school commandant has an "OPEN DOOR" policy to air complaints and grievances. The Student is required to inform his/her cadre chain of command of their intent to see the Commandant.

(2) Staff, Clergy, and/or Counselors are available for counseling. Students should inform a cadre member of their need for counseling and arrangements will be made.

(3) Students who are deficient academically or have reoccurring deficiencies will be counseled.

(4) Counseling is handled by the chain-of-command. Students who do not respond positively to counseling may be considered for motivational dismissal.

(5) Each student's academic progress is recorded. Students with academic problems are encouraged to seek assistance.

o. Graduation: All soldiers who successfully complete their respective course of instruction will have appropriate entries made in their records and be provided a diploma and Academic Evaluation Report (DA Form 1059).

p. Air Transportation.

(1) Return flight arrangements will be confirmed by 240th RTI staff.

(2) Students will not change their flight schedule.

(3) The location and time of departure for the buses going to the airport will be announced in advance of the course end date.

q. Sick Call Procedures. Routine sick call for all students will be at 0700 the medical office. If required, an appointment will be made for the student at the walk in clinic located at the Eastern Maine Medical Center.

(1) Uniform for sick call will be the duty uniform.

(2) Students receiving "quarters" status because of sick call will remain in their assigned billeting area. The length of quarter's status and the amount of training missed will determine if the Student will be processed for administrative dismissal.

(4) Students receiving prescriptions will be required to pay for the medication. All receipts should be turned in at home station for reimbursement.

(5) Medical emergencies.

(a) 240th RTI staff will be notified of all emergencies after 911 have been called.

(b) For problems or emergencies occurring after normal duty hours; call 911

r. Student Linen Exchange. Linen exchange will be on Thursday. Place your soiled sheets, blanket, and mattress pad into the empty pillowcase and deposit them outside the Supply Room hallway door in the morning prior to leaving for training. Clean replacement linen will be on a table in the area where you left the soiled. Everyone must turn-in linen regardless of whether or not you are washing it on your own.

s. Morale, Welfare and Recreation. Athletic equipment can be requested and picked up at the 240th Regiment RTI supply room located in building 700. A weight room is available for student use in building 700 during off duty hours.

t. Equal Opportunity and the Prevention of Sexual Harassment: These paragraphs establish policy and provide guidance for equal opportunity and the prevention of sexual harassment. All assigned or attached personnel will comply with the provisions of this policy, state/local policy, AR 600-20 and other applicable regulations.

(1) Equal Opportunity:

(a) The 240th Regiment RTI will provide equal opportunity and fair treatment for soldiers without regard to race, color, religion, gender, age, or national origin. This policy applies both on and off post, extends to soldiers and their families, and applies to the Soldier's working, living and recreational environments.

(b) Commanders and supervisors at all levels will not discriminate nor will they tolerate discrimination.

(2) The Prevention of Sexual Harassment

(a) Sexual Harassment is defined as: Influencing, offering to influence or threatening the career, pay or job of another person, woman or man, in exchange for sexual favors or the deliberate or repeated offensive comments, gestures or physical contact of a sexual nature in a school or work environment.

(b) Sexual harassment violates acceptable standards of conduct; integrity and impartiality required of all 240th Regiment personnel. It interferes with mission accomplishment and unit cohesion.

(c) Leaders at all levels are responsible for taking appropriate actions in dealing with sexual harassment issues. This requires each individual to promote a climate where such conduct is discouraged and corrective action is taken to eliminate this unacceptable form of behavior.

(d) All 240th Regiment RTI personnel, including Students, must be made aware of the channels available to report perceived or actual instances of sexual harassment. These channels include, but are not limited to, the Student / Staff / Instructor; to Class Leader / Section NCOIC / Commandant to Command to the Equal Opportunity Representative, or the State Inspector General.

u. During in processing, Students will be informed of the restriction to post, (240TH RTI), on their first and last night of the course. The purpose of the restriction is the SAFETY of our Students. Risk assessments and the application of risk management are the reasons behind the restriction. This notice will be a part of the orientation briefing and the end of course out processing briefing.

(1) First Night: After traveling to 240TH RTI, in some cases this can take days, the Students are about to experience an extended period of training; time zone changes; unfamiliarity of the area and routes, assess the risk into a moderate to high category. Applying controls of the restriction and providing the Student with ample time for rest takes the assessment into a low level of risk.

(2) Last Night: Students are about to travel to their home or record, again they could be traveling for days to reach their final destination; in most cases their training was challenging; compiled with the possibility of little sleep takes the risk into a moderate to high category. Applying controls of the restriction and providing the Student with ample time for rest takes the assessment into a low level of risk.

2. HONOR CODE

a. The 240th Regiment RTI has long recognized that one of its first responsibilities is to hold its Students to high levels of integrity. Lying, cheating and stealing are acts considered unacceptable for all members of the military. Students must not only have the courage to maintain their own personal integrity, but they must also require such integrity from those with whom they work. The RTI philosophy is that Soldiers are expected to conduct themselves at all times in accordance with the spirit, not just the letter, of the honor code.

b. The honor code at the 240th Regiment RTI will govern the personal conduct of Students. Any incidents that violate the honor code will result in the Student being processed for immediate dismissal from the course in which they are enrolled.

c. The honor code is: "Soldiers will not lie, cheat or steal, nor tolerate those who do or commit any act that is unbecoming of a Noncommissioned Officer (NCO) and / or enlisted Student of the 240th Regiment RTI."

(1) Lying. Soldiers violate the honor code by lying if they make an oral or written statement, or a gesture of communication in the presence of and to another, intended to deceive or mislead.

(2) Cheating. Soldiers violate the honor code if they fraudulently act out of self-interest or assist another to do so with intent to gain or to give unfair advantage. Cheating involves such acts as presenting one's own work dishonestly, presenting someone else's work as one's own without attribution, or transmitting material to someone who should not properly have access to it.

(3) Stealing. Soldiers violate the honor code if they wrongfully take, obtain, or withhold, by any means, from the possession of the owner or any other person any money, personal property, or article of value of any kind, with intent to permanently deprive or defraud another person of the use and benefit of property; or if they appropriate it to their own use or to the use of any person other than the owner.

(4) Knowledge of Violation. If a Soldier believes an honor code violation may have occurred, he/she is obligated to immediately report the incident through the Student chain of command.

(5) Conduct Unbecoming of a NCO / Student. Soldiers violate the honor code if they commit any act that results in a substantiated complaint against the individual or the organization or civil charge or conviction. Examples of acts that are infractions of the honor code are: drunken and disorderly conduct, driving under the influence of drugs or alcohol, displaying signs of intoxication on duty, sexual or racial harassment, verbally or physically demonstrating support for radical or extremist groups, belligerent conduct, brawling or failure to report an honor code violation.

3. STUDENT DISMISSAL AND CONDUCT

The Branch Chief may return Students to their units for the following reasons:

a. Student Dismissal:

(1) Academic Dismissal: Academic elimination is the failure to attain passing scores on course examinations or meet minimum course standards.

(a) Written Tests. The minimum passing score on written examinations is 70%. If a Student fails to achieve the minimum score on a test they will be counseled. Students who have failed the initial examination will be receiving remedial training and be retested. Retesting will be conducted in accordance with the provisions of the Course Management Plan. Remedial training and retesting will be done during non-academic hours. Students failing to achieve the minimum score through retesting will be processed for dismissal from the course.

(b) Performance Evaluations / Examinations. Students who fail to attain a "GO" on the initial performance evaluation will be counseled. They will receive remedial training and will be retested during non-academic hours. Retesting will be conducted in accordance with the Course Management Plan. Students who fail to receive a "GO" on the performance evaluation retest will be processed for dismissal from the course.

(2) Administrative Dismissal: Administrative dismissal will include medical problems, emergencies, or situations involving personal hardship that are unforeseen at the time of entry into the course. Students dismissed for administrative reasons may attend future classes at the discretion of their unit commander and the 240th Regiment, RTI. Commanders may request the release of a student under this paragraph. Excused absences (sick call) are limited depending upon the length of the course. Only four (4) hours of excused absences are allowed for courses of 50 hours or less. Eight (8) hours are allowed for courses of more than 50 hours. The Branch Chief will determine whether it is an excused absence or not.

(3) Disciplinary Dismissal: Disciplinary dismissal will be imposed for infractions of 240th Regiment RTI policies or violations of the Uniform Code of Military Justice (UCMJ), and may result in punitive action. MOS-T (Military Occupation Specialty Training) Students eliminated for disciplinary reasons will not be permitted to re-enter the course for a period of six (6) months after dismissal. This elimination is a matter of official record on the Academic Evaluation Report (DA Form 1059).

(4) Motivation Dismissal: Lack of motivation will be cited as cause for dismissal when a Student fails to respond to counseling concerning their attitude. Students dismissed for motivational reasons will be permitted to return using the same eligibility guidelines applied to disciplinary releases. This form of dismissal is a matter of official record.

b. Student conduct

(1) Tardiness: Tardiness will not be tolerated. A Student who is late to formation, class, re-testing, or any appointed place of duty while attending the RTI will be counseled. Depending on the circumstances and severity of the situation the Soldier may be processed for dismissal from the course, or be assigned additional duty. The Commandant will make this determination with input from the instructors.

(2) Cheating: Cheating by Students will not be tolerated. Students found cheating will be processed for immediate dismissal from the course. The determination as to whether or not a Student is or was cheating shall be based on the professional opinion of the Instructor observing the incident.

(3) Incarceration: Any Student who is incarcerated in a law enforcement facility will be processed for immediate dismissal from the course.

4. APPEAL OF DISMISSAL

- a. All NCOES students, with the exception of Administrative Dismissals, have the option of appealing their release from the course. (Ref: AR 350-1, para. 3-14).
- b. For routine release of MOS-T Students, with the exception of Administrative Dismissals, RTI-ME offers the Student the option to appeal their dismissal from the course.
- c. In extreme cases, as determined by the Commandant or designated representative; MOS-T Students will be released without the option of appeal. (Ref: AR 350-1, para. 3-14).
- d. Counseling will be conducted for every dismissal. During counseling the Student will be informed of his right to appeal, if applicable, and will be given 2 days to submit the appeal.
- e. Students will remain actively involved in the course pending disposition of the appeal.
- f. If the dismissal is not overturned by the appeals mediator (Sergeant Major appointed by the Adjutant General) or the Judge Advocate General's Office, the Student will be sent home and his/her unit notified. (Ref: AR 350-1, Para. 3-14)

5. STUDENT ORGANIZATION AND RESPONSIBILITIES

- a. General. Each class will be organized into platoons / squads / teams. Each will have a student chain-of-command as follows:
 - b. NCOIC will not be rotated during the course. The duties in these positions include but are not limited to:
 - (1) Class Leader / Platoon SGT.
 - (a) Assist in control and discipline of the class at all times.
 - (b) Proper utilization and supervision of subordinates to ensure all orders are carried out.
 - (c) Movement of the class in a military manner to and from all training areas.
 - (d) Ensure student squads are formed and ready for instruction on the date and time cited in the training schedule.
 - (e) Conduct inspections of class members IAW FM 22-5.
 - (f) Supervise policing assigned areas and class facilities.
 - (g) Counseling class members as required.
 - (h) Represent Students as student body representative.
 - (i) Accountability of personnel at all times.
 - (j) The course NCOIC will brief student leaders as to any additional responsibilities.

(k) Participate in all class training activities.

(2) Squad Leader/Team Leader:

(a) Control and discipline of assigned squad.

(b) Accountability of personnel at all times.

(c) Proper utilization and supervision of subordinates to ensure all orders are carried out.

(d) Conduct inspections of personnel and equipment as directed by the Class Leader/Platoon SGT.

(e) Supervise policing assigned areas and class facilities.

(f) Counseling squad members as required.

6. STUDENT HOUSING

a. MOS-T

(1) Students will be housed at the RTI housing units located behind the schoolhouse.

(2) Billets inspection will be conducted daily. Billets will be maintained in a "ready for inspection" status at all times. Course Instructor will provide a billet inspection checklist

(3) Students will be responsible for cleaning and maintaining assigned areas to include the following duties:

(a) The billets will be cleaned and maintained in accordance with the RTI Billets Inspection Checklist,

(b) Personnel assigned to class leadership positions will maintain order and insure that housekeeping practices meet RTI billet inspection policies.

(c) Thermostats in all areas will not be tampered with.

(d) Perishable food items will not be stored in the billets. They must be consumed or disposed of.

(e) Flammable material will not be used to clean walls or floors.

(f) Storage of flammable materials in the billets is prohibited.

(4) Smoking is not allowed in the billets or any other building on 240TH RTI.

(5) Students are not allowed to possess, store or consume alcohol in the billets.

(6) Female soldiers/students are not allowed in the male billeting area and male soldiers/students are not allowed in the female billeting area at any time except in the performance of assigned duties, i.e. billets inspections.

(7) All lights will be out by 2300 hours. Quiet time is from 2300 - 0500 or as announced by the Instructor staff. Quiet time will be strictly enforced

7. SECURITY / WEAPONS / VEHICLES

a. Purpose. To prescribe procedures to insure protection and prevention of theft of equipment.

b. Physical Security. Control measures:

(1) Personnel Access. In addition to personnel housed in the barracks, only authorized personnel will be allowed into the billeting area.

(2) All items, except those required for display inspection, will be secured when leaving the barracks.

c. Weapon Security. Control measures.

(1) All weapons will be secured in an arms room at all times when not in use for training purpose.

(2) During field training, when the weapon is in the possession of student personnel, it will be accounted for at all times.

(3) Personal weapons (handguns, rifles, shotguns, bayonets, bows, crossbows, etc.) are not allowed on 240TH RTI by students. Knives carried by students will be folding type only with a maximum blade length of 4 inches. Assault knives / Kabars will not be attached to the LBE. Students in violation of this policy may be processed for dismissal under the Disciplinary Dismissal category.

d. Vehicle Security. Control measures.

(1) All student vehicles will be parked and secured in designated lots.

(2) Military vehicles brought from home stations will be locked at all times and will not be used by the student except for transportation to the 240th Regiment RTI and return their home station. Students are not authorized to use military vehicles for transportation off of 240TH RTI for personal needs.

8. EVALUATIONS AND REPORTS

a. Academic Evaluation Report (DA Form 1059). All soldiers who successfully complete their respective course of instruction will have appropriate entries made in their records and be provided a diploma and Academic Evaluation Report (DA Form 1059).

b. Performance Evaluations. All graded (GO / NO-GO) performance evaluation sheets will be completed and maintained as part of the student's academic record.

c. Performance Summary.

1. "Exceeded Course Standards," will be annotated if:
 - a. The Soldier achieved a minimum cumulative average of 95, and
 - b. The Soldier is in the top 20% of the class, and
 - c. The Soldier stood out far above his/her peers in leadership and performance throughout the course, and
 - d. The Soldier's appearance, attitude, conduct and/or behavior exceeded Army Standards.
 - e. Soldiers who fail an exam will automatically be removed from class honors consideration.

2. Block 11, "Achieved Course Standards", will be annotated if:

- a. The Soldier achieved a minimum cumulative average of 75
- b. The Soldier's appearance, attitude, conduct, and/or behavior met Army Standards.

3. Block 11.C, "Marginally Achieved Course Standards." AERs in this category contain potentially career-damaging information.

This block will be annotated if:

- a. The Soldier met the minimum POI academic requirement, or
- b. The Soldier failed any exam, but passed re-test, or
- c. The Soldier's appearance, attitude, conduct, and/or behavior marginally met Army Standards.

4. Block 14, "Failed to achieve Course Standards." AERs in this category contain potentially career-damaging information. Relief or recycle actions will be determined IAW 240th Regiment RTI SOP and TRADOC Reg. 350-18. This block will be annotated if:

- a. The Soldier failed to meet the minimum POI requirements, or
- b. The Soldier's appearance, attitude, conduct, and/or behavior failed to meet Army Standards, or
- c. The Soldier was removed from the course.

5. Comments where required: "Exceeded Course Standards", "Marginally Achieved Course Standards", and "Failed to Achieve Course Standards" performance ratings require comments to be entered in block 14; comments must be in detail and justify the performance rating.

6. Referred Reports: The following types of reports will be referred to the student by the reviewing official for acknowledgment and comment.

a. Any report with the following ratings:

(1) A “NO” response.

(2) An “UNSAT” rating.

(3) A “marginally achieved course standards” response.

(4) A “Failed to achieve course standards” response. If this block in item 11 is checked, the preparing official should address in item 14, Comments, whether the deficiency reflects on the character/behavior of the student or lack of aptitude in certain areas.

(5) Any report with comments that in the opinion of the reviewing official are so derogatory that the report may have an adverse impact on the student’s career.

(6) Any report with an entry of “FAIL” for the Army Physical Fitness Test (APFT) or “NO” for height and weight indicating noncompliance with AR 600–9.

b. After signing a referred report, the reviewing official will forward the report to the student, via a memorandum, for acknowledgment and comment. The reviewer will ensure that the provisions of this regulation have been followed. The student will acknowledge receipt of the referred report and may enclose a comment or statement if he or she feels that the rating or remarks are incorrect. The student’s statement must be factual. The referral memorandum and acknowledgment are forwarded with the report.

(1) Comments or statements by the student do not constitute an appeal. Appeals are filed and processed separately as outlined in AR 623–105 for officers and AR 623–205 for enlisted personnel.

(2) If the student has departed the school under circumstances that preclude immediate referral of a report to him or her, forward a copy by certified return mail directly to the student marked “Personal in Nature,” or sends a copy to the student’s commander for acknowledgment and comment. If the student fails to acknowledge receipt of the report in the time period specified (a reasonable suspense period), the certified mail number will constitute acknowledgment.

9. Alcohol and Drugs

(1) 12W10, Pre WLC and Phase 0 OCS Students (NCOES students) at 240th Regiment (RTI) are prohibited from using alcohol during the time you are attending courses conducted by the 240th Regiment. As a Student you are considered ON DUTY during your entire stay. You attend formal classes during the day and after the classroom portion of the day you are expected to prepare yourself mentally and physically for the following day by relaxing, studying, or other activity that helps you prepare for training the next day. Under no circumstances will that activity be consumption of alcohol. There will be NO EXCEPTIONS to this policy. Drunken and disorderly conduct, driving under the influence of drugs or alcohol, displaying signs of intoxication on duty, sexual or racial harassment, verbally or physically demonstrating support for radical or extremist groups, belligerent conduct, brawling or failure to report a honor code violation will not be tolerated.

(2) 68W Sustainment course, ABIC, SGITC, Combatives, and CLS students are prohibited from using alcohol on School grounds during the time you are attending courses conducted by the 240th Regiment. Drunken and disorderly conduct, driving under the influence of drugs or alcohol, displaying signs of intoxication on duty, sexual or racial harassment, verbally or physically demonstrating support for radical or extremist groups, belligerent conduct, brawling or failure to report a honor code violation will not be tolerated.

(3) Possession of unauthorized drugs is prohibited. Anyone found to have in their possession any illegal drugs will be processed for dismissal from the course and the proper authorities will be notified.

(4) Students reporting for class visibly or noticeably impaired, or in the opinion of the Instructor are unable to train safely, will be removed from the training event and sent to the Commandant for further action.

10. SAFETY

a. Purpose. Safety will not be sacrificed for realism during training or for the achievement of any other goal at the 240th Regiment RTI. Safety must be stressed at all times. Any unsafe acts must be acted on immediately and then reported to the chain of command. In an effort to eliminate unsafe practices and conditions, the following will be adhered to:

b. Exits.

(1) Exits will be clear and unobstructed at all times.

(2) Hallways leading to exits will be free of obstructions at all times. Chairs, tables, ironing boards and trash cans should never be placed in hallways, stairwells or on stairways.

(3) Night lights and exit lights will not be covered or tampered with. Students who tamper or interfere with the normal operation of the exit lights or night lights will be viewed as intentionally creating a hazard and processed for dismissal under the Disciplinary Dismissal category.

c. Electrical.

(1) Unauthorized electrical appliances or wiring will not be used. The only electrical appliances authorized are alarm clocks, electric razors, irons, electric radios, and hair dryers.

(2) Unauthorized personnel will not tamper with electrical fuse boxes or install electrical wiring of any type.

(3) Notify your instructor in case of any trouble with electrical lines and lighting.

(4) Extension cords will not be used without approval of S-3.

(5) Any unsafe acts, conditions or hazards, which could result in personal injury or property damage should be reported to the chain of command.

d. Fire.

(1) In case of fire the following steps should be followed:

(a) Vacate building.

(b) If building is equipped with an alarm, trip it. If not, verbally notify any persons in the building from doorway. DO NOT RE-ENTER BUILDING!

(c) Get to a phone and dial 911. Provide building number if known.

e. Fireworks are not allowed in the cantonment area of 240TH RTI.

f. Training Sites.

(1) Safety briefs will be given to classes before field training, training on motorized equipment, technical courses that involve power tools and/or tools that can possibly injure a Soldier. At a minimum, Students will observe the following rules on training sites/areas.

(a) Any Student who observes an unsafe act has the authority and obligation to stop the unsafe act. Once stopped the act or condition should be immediately reported through the chain of command.

(b) Safety goggles will be worn whenever operating power tools or operating equipment without enclosed cabs or other times as designated by the Instructor.

(c) Hearing protection will be worn when operating power tools and motorized equipment or other times as designated by the Instructor.

(d) Safety helmets will be worn when working in and around areas that have obstructed overhead areas or the possibility of falling objects. Safety helmets or Kevlar helmets will be worn in areas designated by the Instructors / Staff.

g. Severe Weather

(1) During times of weather watches or weather warnings; current weather condition reports are available on 1260 AM radio.

(a) Students should be vigilant for changing weather conditions whether on or off duty. A weather watch means that conditions are right for the possibility of severe weather conditions.

(b) During duty hours Students should follow the directions of their Instructors.

(c) After duty hours the shelters available to students are the billets, schoolhouse and the DFAC.

(d) When in a building, go to the lowest and most interior part of the building. Stay away from doors and windows.

11. RED CROSS NOTIFICATION PROCEEDURES

- a. The purpose of this section is to give specific guidance as to the notification procedures and contact numbers in case of family death or emergency. Further guidance is found in 240th RTI Red Cross SOP for CQ and STAFF DUTY dated 1 October 2011.
 1. On check-in each student will be provided a Red Cross Notification Form to complete.
 2. The Red Cross Notification Form will be Mailed to the soldiers HOR, or primary next of kin. The Red Cross Notification Form provides the soldiers family critical information on how to contact the soldier, in case of emergency, while the soldier is a student at 240th RTI.
- b. The Emergency Notification Form (To be used by the Office Staff and CQ) will be used to capture information on the Notified soldiers emergency leave address, phone numbers and information on the Emergency at hand. This form will be retained by the 240th RTI staff for the duration of the class and made part of the student's permanent record.
- c. 240th RTI will notify the soldier's home unit of the Emergency.
- d. At the discretion of the Course Manager, the student will be dropped from the class or retained and rolled into a future class.