

# U.S. Army Board Study Guide

Version 4.06 – 20 November, 2005

Prepared by ArmyStudyGuide.com "Soldiers helping Soldiers since 1999"  
Check for updates at: <http://www.Armystudyguide.com>

## Now Available:

FREE Audio Versions of the study guide for each topic. Visit the [Armystudyguide.com](http://www.Armystudyguide.com) homepage for more information.



## Army Study Guide Table of Contents

Army Programs .....	4
Weight Control .....	18
Physical Training .....	20
Weapons .....	22
<i>M136 AT4 – Rocket Launcher</i> .....	22
<i>M16/A2 – 5.56 mm Semiautomatic Rifle</i> .....	23
<i>M18A1 – Antipersonnel (Claymore) Mine</i> .....	27
<i>M2 - .50 Caliber Machine Gun</i> .....	28
<i>M203 – 40 mm Grenade Launcher</i> .....	30
<i>M240B – Machine Gun</i> .....	31
<i>M249 – Machine Gun</i> .....	33
<i>M4 – 5.56 mm Semiautomatic Rifle</i> .....	34
<i>M60 – Machine Gun</i> .....	37
<i>M72 – Light Anti-Tank Weapon</i> .....	39
<i>M9 – 9mm Beretta Pistol</i> .....	40
<i>MK19 – 40 mm Grenade Machine Gun</i> .....	41
<i>Hand Grenades</i> .....	43
Awards and Decorations .....	46
Uniforms .....	50
<i>The new Army Combat Uniform</i> .....	52
Chain of Command .....	54
Leadership .....	55
Counseling .....	59
NCO Duties, Responsibilities and Authority .....	62
NCO History .....	65
NCOER .....	67
Promotions and Reductions .....	69
Leaves and Passes .....	72
Military Justice .....	74
Code of Conduct .....	76
Geneva Convention .....	77
U.S. Constitution .....	79
Guard Duty .....	81
Customs and Courtesies .....	83
Drill and Ceremony .....	86
Flags .....	90

Battle Focused Training .....	93
Training The Force .....	100
Land Navigation / Map Reading.....	105
First Aid .....	111
Chemical, Biological, Radiological, Nuclear.....	118
Field Sanitation .....	124
Physical Security .....	127
Security and Intelligence .....	129
Desert Operations .....	131
Survival.....	134
Camouflage and Concealment .....	139
Maintenance.....	142
Communications .....	144
Supply Economy .....	147
Appendix A: Chain Of Command.....	149
Appendix B: NCO Support Channel.....	150
Appendix C: Army History Timeline .....	151
Appendix D: Code of Conduct .....	153
Appendix E: General Orders .....	154
Appendix F: NCO Creed .....	155
Appendix G: Charge to the NCO and NCO Vision .....	156
Appendix H: The Soldiers Creed .....	157
Appendix I: Board Prep Guide .....	158
Appendix J: Army Study Guide References.....	163

---

Thank you for using the free U.S. Army Board Study Guide from ArmyStudyGuide.com.

ArmyStudyGuide.com has provided free online board preparation resources for Soldiers of the U.S. Army since 1999. Even though this Study Guide is © 1999-2005 ArmyStudyGuide.com, you are encouraged to share this study guide with other Soldiers for FREE only. We do not believe that you should have to pay for a study guide to prepare for U.S. Army Boards.

We are proud to say that many units use our Study Guide as the main source of material for their boards. This is partly due to the up-to-date information contained within these pages. If there is something listed in this study guide that you know is incorrect or outdated, please email us at [armystudyguide@gmail.com](mailto:armystudyguide@gmail.com) with the appropriate changes or information and we will update the study guide as soon as possible. Please be sure to mention in the subject of the email that you are sending an update or correction for the study guide.

If you know of questions which you feel could be added, please email us both the question and answer and if possible, any references needed to help verify the answer.

## Army Programs

---

### **ASAP - Army Substance Abuse Program**

☐ **What does ASAP stand for?**

Army Substance Abuse Program

☐ **What is the mission of ASAP?**

The Army Substance Abuse Program's (ASAP) mission is to enhance readiness and increase combat effectiveness of the United States Army, through awareness and preventive education and training, drug testing, clinical evaluation of individuals identified with substance problems and rehabilitation for those who possess a potential for continued military service.

☐ **What is meant by deglamorization of alcohol?**

Personnel will not promote any function glamorizing the use of alcohol through drinking contests, games, initiations, or the awarding of alcoholic beverages as prizes in contests.

☐ **What army Regulation covers ASAP?**

AR 600-85 (Updated 1 October 2001)

☐ **Is ASAP participation mandatory for Individuals that are Command Referred?**

Yes, refusal to participate constitutes violation of a direct order

☐ **What will happen to soldiers who fail to participate in or fail to respond successfully to rehabilitation?**

They will be processed for separation

☐ **What are the ways that soldiers can be identified as having a substance abuse problem?**

1. Voluntary (self referral)
2. Command Referrals
3. Biochemical
4. Medical
5. Investigative or Apprehension

☐ **What are the objectives of rehabilitation with ASAP?**

1. Return soldier to full duty as soon as possible.
2. Identify those that cannot be rehabilitated

☐ **What are the objectives of Bio-Chemical Testing? (Also called a urinalysis)**

1. Deterrence
2. To facilitate early identification of abusers
3. Enable commanders to assess the security, military fitness, good order and discipline in their units
4. To monitor rehabilitation
5. To determine the presence of illegal drugs during inspections
6. Research

☐ **Commanders may direct drug testing under what conditions?**

1. Unit inspections. Either the entire or part of a unit.
2. Search and seizures/probable cause
3. Command directed/reasonable suspicion
4. Rehabilitation
5. Voluntary

- ☐ **All referrals are accomplished by the commander or 1SG using what form?**  
Completing and signing the DA 8003 Referral Form
- ☐ **Can soldiers that are enrolled in an ASAP rehabilitation program reenlist?**  
No, but soldiers who need additional time to complete their rehabilitation services may be extended for the number of months required.
- ☐ **Will soldiers who are command referred to ASAP be flagged?**  
Yes, this provision will be effective when AR 600-8-2 is changed to reflect this provision.

### **ACS - Army Community Service**

- ☐ **What Does ACS stand for?**  
Army Community Service
- ☐ **What does the ACS symbol represent?**  
The heart= giving, the cross= help, the gyroscope= stability
- ☐ **What is the ACS Mission Statement?**  
ACS will assist commanders in maintaining readiness of individuals, families, and communities within America's Army by developing, coordinating, and delivering services which promote self-reliance, resiliency, and stability during war and peace
- ☐ **What Army regulation covers ACS?**  
AR 608-1
- ☐ **How is ACS staffed for the most part?**  
By volunteers
- ☐ **What is the motto of the ACS?**  
Self-help, service and stability.
- ☐ **What is the ACS mission?**  
Improve readiness and increase retention by providing services to assist soldiers and their families in solving problems beyond their ability to solve alone through the provisions of the eight essential services outlined in AR 608-1.
- ☐ **Who qualifies for ACS?**  
Military Personnel and their families, mostly new soldiers arriving on post.
- ☐ **What can you do to help out ACS?**  
Donate Staple foodstuff to the food lockers, time and useable household goods

### **ACES - Army Continuing Education Center**

- ☐ **What regulation covers the ACES?**  
AR 621-5
- ☐ **What regulation covers Army Learning Centers?**  
AR 621-6

☐ **What does TABE stand for?**

Test of Adult Basic Education

☐ **How much of your tuition does the Tuition Assistance Grant pay?**

100%

☐ **Name some Federal Financial Aid Programs available to soldiers through ACES**

- Pell Grant
- Perkins Loans
- Guaranteed Student Loans

☐ **As a minimum, once an Army Education Center is established in a community, the center will provide 10 basic services. What are they?**

1. Functional Academic Skills Training (FAST)
2. High School Completion Program
3. Servicemen's Opportunity College Associate Degree Program (SOC)
4. Veteran's Educational Assistance Program (VEAP)/Montgomery G. I. Bill (MGIB)
5. Skill Recognition Program
6. Language Program (Headstart- Gateway)
7. Defense Activity for Non-Traditional Education Support Service (DANTES)
8. Education Counseling Service
9. MOS Reference Library
10. Testing Service.

☐ **What does DANTES stand for?**

Defense Activity for Non-Traditional Education Support

☐ **What does DANTES do?**

DANTES provides standardized testing services free to military personnel. Family members and civilians may take DANTES tests but must pay for each test taken.

☐ **Soldiers with a GT score of less than 110 should be referred to what?**

BSEP - Soldiers with a GT less than 100 are normally automatically eligible. Soldiers with a GT between 100 and 110 may be command referred.

☐ **Which of the ACES programs take precedence over all others offered?**

English as a Second Language (ESL)

☐ **Soldiers who begin their active service after what date are eligible to receive the new GI Bill?**

July 1985, but they are required to pay \$100 per month for the first 12 months

☐ **What does SOC stand for?**

Service members Opportunity Colleges

☐ **What does SOCAD stand for?**

Service members Opportunity College Associates Degree

**AER - Army Emergency Relief**

☐ **AER Closely coordinates with what other organization?**

American Red Cross

- ☐ **What is AER?**  
It is a non-profit organization. Its purpose is solely to help Army Personnel and their family members
- ☐ **What Does AER stand for?**  
Army Emergency Relief
- ☐ **What is the regulation that covers AER?**  
AR 930-4
- ☐ **Are you required to contribute to AER to receive help?**  
No
- ☐ **Who is eligible for AER?**  
Active Army and Family Members, National Guard and Reserve on active duty in excess of 30 days and their family members, spouses and orphans of eligible Army personnel who died while on active duty
- ☐ **How are contributions made to AER?**  
Cash, check or allotment
- ☐ **When is the AER annual fund campaign held army-wide?**  
March 01 through July 01
- ☐ **How does AER provide relief?**  
AER provides financial assistance by either a loan without interest, a grant or a combination of both
- ☐ **What is the purpose of AER?**  
To help Army members and their families
- ☐ **What is the dollar limit on AER loans?**  
There is no dollar limit
- ☐ **What is the AER Motto?**  
"Helping The Army Take Care Of its Own"
- ☐ **The minimum amount that can be contributed to AER through allotment is what amount?**  
1 dollar each month for 3 months
- ☐ **How is AER Funded?**  
Through Voluntary Contributions from Soldiers (tax free) and through unsolicited contributions

### **Army Sexual Assault Prevention and Response Program**

- ☐ **Describe the Army Sexual Assault Prevention and Response Program.**  
The Army Sexual Assault Prevention and Response Program reinforces the Army's commitment to eliminate incidents of sexual assault through a comprehensive policy that focuses on education, prevention, integrated victim support, rapid reporting, thorough investigation, appropriate action, and follow-up. Army policy promotes sensitive care for victims of sexual assault and accountability for those who commit these crimes.

☐ **What is the purpose of the Army Sexual Assault Prevention and Response Program?**

1. Prevention
2. Immediate Response
3. Long Term Support
4. Evaluation Process

☐ **The Army's Policy on Army Sexual Assault Prevention and Response Program applies where and when?**

1. Both on and off post
2. During duty and non-duty hours
3. To working, living and recreational areas

☐ **What are the goals of the Army Sexual Assault Prevention and Response Program?**

1. Establish sexual assault training and awareness programs to educate soldiers and Army civilians
2. Ensure that, should an incident of sexual assault occur, victims receive the sensitive, confidential and immediate comprehensive care and treatment they need to restore their health and well-being
3. Ensure that sexual assault crimes are thoroughly investigated and that offenders are held accountable for their crimes
4. Create a climate that encourages victims to report incidents of sexual assault to the Army
5. Ensure that leaders understand their roles and responsibilities regarding the care and treatment of sexual assault victims
6. Ensure that leaders understand their roles and responsibilities in thoroughly investigating and reporting allegations of sexual assault.

☐ **Define Sexual Assault.**

Sexual assault is defined as intentional sexual contact, characterized by use of force, physical threat or abuse of authority or when the victim does not or cannot consent.

☐ **Sexual Assault includes what acts?**

1. Rape
2. Nonconsensual Sodomy
3. Indecent Assault
4. Attempts to commit these acts

☐ **More than half of sexual assault offenses include what?**

Alcohol

☐ **Define the following terms as they apply to the Army Sexual Assault Prevention and Response Program: Victim, Alleged Perpetrator, and Perpetrator.**

*Victim* - One who has been sexually assaulted

*Alleged Perpetrator* - One who has been accused of committing a crime (subject)

*Perpetrator* - One who has committed a crime (offender)

☐ **Name and Describe four types of sexual assault that are punishable as crimes under the UCMJ.**

1. Rape - Sexual intercourse by force and without consent
2. Forcible Sodomy - Oral or anal sex by force and without consent
3. Indecent Assault - Unwanted, inappropriate sexual contact or fondling.
4. Carnal Knowledge - Sexual intercourse with a child under age 16.

☐ **What is the Army's policy on Sexual Assault?**

- Sexual assault is a criminal offense that has no place in the Army. It degrades mission readiness by devastating the Army's ability to work effectively as a team
- Sexual assault is incompatible with Army Values and the Warrior Ethos and is punishable under the Uniform Codes of Military Justice (UCMJ) and other federal and local civilian laws



- The Army will use training, education, and awareness to -
  1. Prevent sexual assault
  2. Promote the sensitive handling of victims of sexual assault
  3. Offer confidential counseling
  4. Hold those who commit sexual assault offenses accountable Reinforce a commitment to Army Values
- The Army will treat all victims of sexual assault with dignity, fairness, and respect
- The Army will treat every sexual assault incident seriously, thoroughly investigate the incident, and hold those who commit offenses accountable.

☐ **If someone has been sexually assaulted, whom may they report the crime to?**

- Their chain of command
- Medical Treatment Facility
- Military Police/Criminal Investigation Division
- Chaplains
- Social Work Services
- Family Advocacy
- Legal Services

☐ **Army Regulation 27-10 outlines the rights of crime victims, what are they?**

- The right to be treated with fairness, dignity, and a respect for privacy
- The right to be protected from the accused offender
- The right to be notified of court proceedings
- The right to be present at all public court proceedings related to the assault unless the court determines that testimony by the victim would be materially affected if the victim heard other testimony at trial, or for other good cause
- The right to talk to the attorney for the Government in the case
- The right to seek restitution, if appropriate
- The right to information regarding conviction, sentencing, imprisonment, and release of the offender from custody.

☐ **Unit Commanders must implement and support the Army's Sexual Assault Prevention and Response Program. Commanders must:**

- Report all disciplinary action taken against soldiers involved in the assault by using form DA Form 4833, Commander's Report of Disciplinary or Administrative Action.
- Report incidents of sexual assault to the Criminal Investigation Division (CID) per AR 195-1, paragraph 6.
- Support participation by soldiers and Army civilians in sexual assault prevention and awareness training.
- Continually assess the command climate through various methods (e.g., focus groups, surveys, talking with soldiers).

☐ **What are the key components of the Army Sexual Assault Prevention and Response Program?**

- An awareness by every Soldier and Leader of the conditions that contribute to the occurrence of Sexual Assault
- An understanding and implementation of measures to prevent sexual assault
- knowing what resources are available to assist victims of sexual assault and to support the chain of command

**EO - Equal Opportunity**

- ☐ **What does EO stand for?**  
Equal Opportunity
- ☐ **What is an EOR?**  
Equal Opportunity Representative
- ☐ **What rank should an EOR normally be?**  
SSG to 1LT
- ☐ **What Army Regulation Covers the EO program?**  
AR 600-20 chapter 6
- ☐ **What are the three policies each commander is required to write on Equal Opportunity? (AR 600-20, p.42)**
  - Equal Opportunity
  - Prevention of Sexual Harassment
  - Equal Opportunity and Sexual Harassment Complaint Procedures
- ☐ **Soldiers are required to have how many periods of EO training per year?**  
4 (1 each quarter)
- ☐ **Define the term Ethnic Group**  
A group of individuals distinguished from the general population, based on actual or perceived criteria.
- ☐ **Describe racism**  
The acting out of prejudices by individuals against other individuals or groups because of race or gender
- ☐ **Describe Minority Group**  
Any group distinguished from the general population in terms of race, religion, sex, age or national origin
- ☐ **What are the two components of the EO program?**  
Education and Training, and the Affirmative action component
- ☐ **What is Sexual Harassment?**  
It is a form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature
- ☐ **What is an Affirmative Actions Plan (AAP)?**  
Planned achievable steps to eliminate practices that deny equal opportunity to soldiers and families
- ☐ **What action does the Army take against off-post activities, including housing and public accommodations, which arbitrarily discriminate against members of the Army and their dependents?**  
They are placed off-limits or on restrictive sanction
- ☐ **Who is the primary source for solving EO complaints?**  
Your Chain of Command
- ☐ **What is the Army's written policy on EO?**  
Provide equal opportunity and ensure fair treatment for military personnel, civilian employees, and their family members without regard to race, color, sex, religion, and age, or national origin. This applies both on and off post and within the limits of the laws of localities, states, and host nations.

☐ **What is the primary channel for correcting discriminatory practices and for communications on equal opportunity matters?**

Chain of Command

☐ **Does every unit have an EO representative?**

Yes, they are required to

### **AFAP - Army Family Action Plan**

The Army Family Action Plan (AFAP) is input from the people of the Army-to-Army leadership. It's a process that lets soldiers and families say what's working, and what isn't - AND what they think will fix it. It alerts commanders and Army leaders to areas of concern that need their attention, and it gives them the opportunity to quickly put plans into place to work toward resolving the issues.

- AFAP was the brainchild of Army spouses.
- Each AFAP success story originated as an idea that someone decided to pursue.
- The Army is the only branch of DOD that has such a program.
- Almost 500 issues have entered the AFAP in its 17-year history.
- Many AFAP improvements impact quality of life for all services.
- AFAP is year-round - issues are continually being monitored and worked toward resolution...at local levels, MACOMs, and HQDA.

☐ **The Army Family has been symbolized by the Secretary of the Army as an equilateral triangle. How is each side of the triangle expressed?**

- Base: "Family of Components" (Total Force)
- Second Leg: "Family of Units"
- Third Leg: "Family of People"

☐ **What Army Regulation covers the Army Family Action Plan Program?**

AR 608-47

☐ **The philosophy toward the family, based on the Army Family White Paper, consists of three critical elements. What are they?**

1. Partnership
2. Wellness
3. Sense of community

☐ **What are some things that the AFAP does?**

- Gives commanders a gauge to validate concerns and measure satisfaction
- Enhances Army's corporate image
- Helps retain the best and brightest
- Results in legislation, policies, programs and services that strengthen readiness and retention
- Safeguards well-being

☐ **What types of programs are focused on in the "Family of Components"?**

Programs relating to the Active Army, National Guard, Army Reserve and civilian employees

☐ **What type of programs are focused on in the "Family of Units"?**

Programs relating to the unique relationship of soldiers to their units and unit ties to other components of the command, such as squad to its platoon or the platoon to its company (battery)

☐ **What is the basis for the Army theme, "The Army family"?**

A joint announcement signed by the Secretary and the Chief of Staff of the Army. This announcement was based on the C/S white paper 1983

☐ **What types of programs are focused on in the Family of People?**

Programs relating to all areas of concern to the service members and their families, including the military and civilian retiree

**ARC - Army Red Cross**

☐ **What are some activities that the American Red Cross offers?**

CPR instruction, Blood drives, Swimming lessons, Communication services (by wire), Financial assistance, Counseling and referral services, Transplantation services, AIDS education, Health and safety services.

☐ **How is the ARC staffed for the most part?**

By volunteers

☐ **What is the major service that Red Cross offers?**

Communication between soldiers and their families for both problem solving and emergency (especially the notification or "red cross message")

☐ **What Army Regulation covers Red Cross?**

AR 930-5

**ARMY REENLISTMENT / RETENTION PROGRAM**

☐ **What Army Regulation covers the Army Retention Program?**

AR 601-280

☐ **What are some reasons that a soldier may be ineligible for reenlistment?**

If the soldier is barred or flagged and if the soldier is enrolled in ASAP

☐ **What is an SRB?**

Selective Reenlistment Bonus

☐ **What is the minimum number of years that a soldier must reenlist for to be eligible for an SRB?**

Three years

☐ **Can a Soldier request separation if a bar to reenlistment is imposed?**

No

☐ **Describe a Bar to Reenlistment.**

Administrative action initiated by the commander to prevent a substandard soldier from reenlisting or reentering the service

☐ **A Bar to Reenlistment is reviewed how often?**

Every three months or 30 days prior to PCS / ETS

☐ **Who can initiate a Bar to Reenlistment?**

Any commander in the soldier's chain of command

☐ **Who is the final approving authority for a Bar to Reenlistment?**

A commander who is one approval level higher than the commanding authority

☐ **Soldiers SGM and below who have not reenlisted under the indefinite reenlistment program are required to receive a Retention Interview, when are they done?**

- Career Counselor: 30 days from arrival to unit
- Unit Commander 90 days from arrival
- Unit Commander 15-16 months prior to ETS
- Career Counselor 13-14 months prior to ETS
- Career Counselor 4 months prior to ETS
- Reserve Component Career counselor 90-120 days prior to ETS

☐ **Who may lift a Bar?**

The same authority that approved the Bar may lift it with a written recommendation by the unit commander

**ARMY SAFETY PROGRAM**

☐ **What type of fire extinguisher must not be used on electrical fires?**

A water fire Extinguisher

☐ **Who is responsible for the Army Safety Program?**

It is the responsibility of each soldier

☐ **The word SAFETY is often associated with what term?**

Risk Management

☐ **What accounts for the majority of accidents?**

Carelessness

☐ **Accidents are reported in accordance with what regulation?**

AR 385-40

☐ **Name 3 safety features commonly found in any barracks.**

- Lights in stairwells
- Fire lights (emergency lighting)
- Fire extinguisher and alarms
- Arms room safety procedures
- First aid kits
- CQ
- Safety posters
- Handrails
- Storage of dangerous tools and chemicals

☐ **What safety features are stressed in the motor pool?**

Reduced speed, no smoking except in designated areas, fire extinguishers in buildings and vehicles, proper utilization of tool safety equipment (goggles, safety toe shoes, etc.)

☐ **How often are fire extinguishers in the barracks required to be checked for serviceability, and how can this be determined?**

Once a month, a tag on the fire extinguisher indicating the date and initials of authorized unit safety personnel

☐ **What AR covers safety?**

AR 385-10

☐ **Where on post can you find out how many privately owned vehicle accidents that were fatal have occurred this year?**

A sign in the vicinity of the outbound gate on post

**ARMY SPONSORSHIP PROGRAM**

☐ **Should there be a sponsorship program for a soldier departing a unit?**

Yes

☐ **What Army Regulation covers the Total Army Sponsorship Program?**

AR 600-8-8

☐ **What is S-Gate?**

S-Gate provides information for incoming soldiers entering the USAREUR Theater of command. An incoming soldier can find out who their sponsor is and how to contact them. S-Gate includes their pinpoint assignment, sponsor information, a welcome letter, a needs assessment checklist and links to other useful USAREUR web sites and regulatory information.

☐ **What DA Form is used to transmit sponsorship requirements to gaining commands?**

DA Form 5434 or the Electronically Generated DA Form 5434-E

☐ **How soon after the DA Form 5434 is received should a sponsor be assigned?**

10 days unless the sponsorship is declined

☐ **What are the general rules for appointing a sponsor?**

The Soldier should be in a grade equal to or higher ranking than the incoming soldier. The sponsor should be the same sex (gender) as the sponsor. The sponsor should be familiar with the unit or activity and community

☐ **What are the six elements of the sponsorship program?**

1. DA Form 5434.
2. Welcome letter.
3. ACS Relocation Readiness Services.
4. Reception.
5. Orientation.
6. Inprocessing.

**ARMY QUALITY OF LIFE PROGRAM**

☐ **The primary goal of the Army's QOLP is to promote the development of military group commitment and cohesiveness, is essential to what?**

Readiness (combat effectiveness).

☐ **What are some examples of the QOLP?**

- ACS / AER / ARC / EO

- Postal services
- PX / commissary privileges
- AFN radio and television
- MWR, education services
- Community sports programs
- Recreational facilities
- Banking services
- Clubs
- Gyms (physical fitness centers)

☐ **What does QOLP stand for?**  
Quality Of Life Program

☐ **The Army's Quality of Life program is dedicated to the precept that the Army's number one operational resource must be taken care of. What is this resource?**  
The soldier

☐ **Quality of Life needs and the programs and actions to address them, are categorized under two general headings. What are they?**

1. Living conditions
2. Duty environment.

### **BOSS – Better Opportunities for Single Soldiers**

☐ **Who is the senior enlisted advisor to the BOSS council, and approves members selected to serve on BOSS committees?**  
The Installation Command Sergeant Major

☐ **According to AR 215-1, what does the BOSS program provide?**  
It provides opportunities for active duty soldiers, with an emphasis on single and unaccompanied soldiers, to participate in physical, self-development, leisure, and educational related services.

☐ **What type of program is BOSS?**  
BOSS is categorized as a category B Morale, Welfare, and Recreation (MWR) program.

☐ **How many officers are on the BOSS council?**  
Three: President, Vice-President, and Secretary and Treasurer

☐ **What is the lowest level unit that has a BOSS council representative?**  
The battery/company level

☐ **What are the 3 pillars of BOSS?**

1. Recreation and Leisure: Activities may be planned by the BOSS committee or by the BOSS committee working in conjunction with other MWR activities. Service members will assume a lead role in planning BOSS events. Events should be planned that meet the needs and desires of the single service member.
2. Community Service: The BOSS committee may elect to participate in community programs or projects that make a difference in the lives of others, in the community, and ultimately, in themselves. The service will be voluntary in nature and in accordance with the installation volunteer program. The program can be implemented in support of existing or established volunteer programs or programs developed by the BOSS committee.
3. Well Being: For single service members, Well being includes those things that single service members can directly or indirectly influence to enhance their morale, living environment, or

personal growth and development. The well being issue identified or raised during the BOSS meetings will be directed to the appropriated command or staff agency for resolution on the installation.

## **CHAMPUS / TRICARE**

TRICARE is the Department of Defense's health care program – or the military's equivalent of a medical insurance provider. Active Duty Service Member's are automatically enrolled in the program and receive full medical benefits through a primary care provider at their local military facility. Active duty family members and retirees under the age of 65 are also eligible for medical coverage (your family members are eligible from the first day you enter the Army). Sponsors must enroll their family members in the program through the local Health Benefits Advisor. (This is an important step – you need to ensure that you have enrolled your family in order for them to receive medical care.)

There are three TRICARE programs to choose from. The most common option is TRICARE Prime. Active duty soldiers are automatically enrolled in TRICARE Prime (they have no choice), and most sponsors choose this program for their families also. TRICARE Prime is similar to an HMO (Health Maintenance Organization). You and your family members are assigned to a Primary Care Manager (usually in the closest military facility) who will take care of most of your medical needs. He or she will refer you to a specialist if necessary. The great advantage of TRICARE Prime is that almost all of your medical expenses are paid for. However, you must see your Primary Care Manager first for all health care problems.

The second option is TRICARE Standard. With TRICARE standard you can choose your own civilian doctor. However, you must pay a yearly deductible (approximately \$100 per person) as well as 20% of all medical bills.

The final option is TRICARE Extra. Under this plan, you may select from a list of TRICARE-participating civilian doctors. You are responsible for 15% of all medical expenses.

☐ **What is CHAMPUS?**

Civilian Health And Medical Program for the Uniformed Services. It is a cost-sharing program that is used to provide in-patient and outpatient care for dependants from civilian sources.

☐ **What Army regulation covers CHAMPUS?**

AR 40-121

☐ **Who is Eligible for CHAMPUS?**

Family members of active duty military personnel, Family members of either deceased or retired personnel, and retired military personnel and their family members under the age of 65

## **DEERS – Defense Enrollment Eligibility Reporting System**

☐ **What Does DEERS stand for?**

Defense Enrollment Eligibility Reporting System.

☐ **What is DEERS used for?**

To obtain dependent ID cards for eligible spouse and children



## **NCODP – Noncommissioned Officer Development Program**

☐ **What does NCODP stand for?**

Noncommissioned Officer Development Program

☐ **What is the goal of NCODP?**

The goal of the NCODP is to increase and sustain NCO combat readiness at the highest possible level.

☐ **What are some objectives of NCODP?**

- Develop and strengthen leadership skills and professional attributes within the NCO Corps.
- Provide guidance in the continuing development of NCOs by taking advantage of opportunities to send leaders to appropriate and affordable technical, developmental, skill qualification, and confidence building courses.
- Increase confidence of the NCO through identification for and assignments to positions of greater responsibility as the NCO develops and demonstrates increased leadership ability.
- Realize the full potential of the NCO support channel.
- Increase unit effectiveness and combat readiness through improving NCO quality, morale, performance, and potential.
- Foster a unit environment that enhances continued NCO leader development.

☐ **What Army Regulation covers NCODP?**

AR 350-17

☐ **What is the purpose of AR 350-17?**

This regulation establishes policy for the development and implementation of the Noncommissioned Officer Development Program (NCODP) in battalions, separate companies, and equivalent organizations

☐ **In order to accomplish battle-focused NCO development, commanders and unit NCOs should follow what procedures?**

- Link NCO development to the current skill level and duty assignments
- Establish a viable unit level NCODP using unit METL as the vehicle to incorporate the following into each NCO's daily activities.
- Synchronize battle-focused NCODP as a component of operational assignments (experience) with the other two pillars of leader development (institutional training and self-development)
- Establish a systematic and continuous program
- Integrate the use of leader books (FM 25-101, app B) to track individual NCO progress
- Emphasize coaching to achieve commitment to excellence in performance

☐ **A successful NCODP will result in NCOs who can what?**

- Demonstrate the skills of current skill level and duty position per AR 611-201 and DA Pam 600-25.
- Accept the duties and responsibilities of current rank and duty position per AR 600-20, AR 611-201, and Field Manual 7-22.7.
- Enhance combat performance for the next higher rank and duty position per AR 600-200.
- Enhance combat leadership competencies for next higher rank per FM 22-100 and FM 22-103.
- Train himself/herself and subordinates in METL proficiency per FM 7-1 and FM 25-101.
- Coach subordinates to total commitment of U.S. Army professional ethics and individual values per FM 22-100.

## Weight Control

---

☐ **What is meant by the term "overweight"?**

The Soldier is considered overweight when his or her percent of body fat exceeds the standard specified in paragraph 20c of AR 600-9 (The soldier may exceed the maximum screening table weight and may not be considered overweight if they meet the body fat standard)

☐ **Who is responsible for meeting the standards prescribed in AR 600-9?**

Every Soldier

☐ **What are the primary objectives of the Army Weight Control Program?**

- Ensure that all personnel:
- Are able to meet the physical demands of their duties under combat conditions.
- Present a trim military appearance at all times

☐ **Name three limitations on personnel that are overweight?**

1. Nonpromotable
2. Will not be authorized to attend professional military or civilian schooling.
3. Will not be assigned to command positions

☐ **Can a Soldier who has been flagged for being overweight or an APFT failure receive an award?**  
(AR 600-8-2, 1-15)

A Soldier that is flagged for being overweight cannot receive an award.

A Soldier that is flagged for APFT failure can receive an award

☐ **When is a determination of percent body fat required to be made on personnel?**

- When their body weight exceeds the screening table weight.
- When the unit commander or supervisor determines that the individual's appearance suggests that body fat is excessive.

☐ **What are three reasons why the Army is so concerned about excess body fat?**

1. Indicates a lack of personal discipline
2. It detracts from military appearance
3. It is an indication that a poor state of health, physical fitness, or stamina may be present.

☐ **When does enrollment in a weight control program begin?**

On the day that the soldier is informed by the unit commander that he or she has been entered into a weight control program.

☐ **Tape measures used for taping should be made of what material?**

A non-stretchable material, preferably fiberglass. Cloth or steel tapes are unacceptable because cloth measuring tapes will stretch with usage and most metal tapes will not conform to body surfaces.

☐ **How often should soldiers in the weight control program weight in?**

Monthly to measure progress

☐ **What regulation covers the Army Weight Control Program?**

AR 600-9

☐ **Screening table weights and heights are measured to the nearest what?**

1/4 pound or 1/4 inch

☐ **What three things must happen when a soldier is determined to be overweight?**

1. Weight reduction counseling by health care personnel

2. Entered into appropriate weight control program by unit commanders
3. Flagged under the provisions of AR 600-31

☐ **How often should soldiers be weighed?**

A soldier should be weighed when they take the APFT or at least every six months

☐ **Tape measurements are measured to the nearest what?**

1/4 inch

☐ **Define Tape Test:**

The determination of percent of body fat on a soldier.

☐ **What circumference sites are used for taping male and female soldiers?**

- Male- Abdomen and Neck
- Female- Neck, Forearm, Wrist and largest portion of the protruding buttock

☐ **How many times is each measurement required to be made?**

Three times (if there is greater than 1/4" difference between the measurements, then continue measuring until you have three measurements within 1/4" of each other.)

☐ **How many people should be utilized in the taping of soldiers?**

Two, one to place the tape measure and determine the measurements, the other to assure proper placement and tension of the tape, as well as to record the measurement on the worksheet

☐ **If circumstances prevent the weighing of soldiers immediately following the APFT, when can they be weighed?**

They can be weighed any time within 30 days of the APFT

☐ **It is a requirement that all TDY and PCS orders contain what statement in regards to weight control?**

"You are responsible for reporting to your next duty station/school in satisfactory condition, able to pass the APFT and meet weight standards."

☐ **In regards to percent body fat, all personnel are encouraged to achieve the more stringent Department of Defense-wide goal of what?**

- Males - 20%
- Females - 26%

☐ **To assist soldiers in meeting the requirements prescribed in AR 600-9, weight-screening tables are used. The screening weight is based on what two considerations?**

Height and age with separate tables for males and females

## Physical Training

---

- ☐ **When you take the APFT, what is the minimum number of points you must score in each event?**  
60 points
- ☐ **What FM covers Physical Readiness Training?**  
FM 21-20
- ☐ **What are the three stages of physical conditioning?**
  1. Toughening
  2. Slow improvement
  3. Sustaining stages
- ☐ **About how long is the toughening stage?**  
2 weeks
- ☐ **About how long is the slow improvement stage?**  
6 to 10 weeks
- ☐ **What is a MFT?**  
Master Fitness Trainer
- ☐ **What does FITT stand for?**  
Frequency, Intensity, Time, and Type (this acronym makes it easy to remember the key factors in the training program)
- ☐ **What is Da Form 3349?**  
Physical profile form
- ☐ **What is the objective of physical fitness training?**  
To develop soldiers who are physically capable and ready to perform their duties and missions in peace or during combat.
- ☐ **What are the three periods of a normal daily exercise routine?**
  1. Warm-up
  2. Conditioning
  3. Cool-down
- ☐ **What are the commands to get a unit from a normal line formation into an extended rectangular formation?**
  1. Extend to the left, march
  2. Arms downward, move
  3. Left, Face
  4. Extend to the left, march
  5. Arms downward, move
  6. Right, face
  7. From front to rear, count off
  8. Even numbers to the left, uncover
- ☐ **What AR covers the Army Physical Fitness Program?**  
AR 350-1 Chapter 1 Section 21
- ☐ **What are the seven principles of exercise?**

1. Regularity
2. Progression
3. Overload
4. Balance
5. Specificity
6. Variety
7. Recovery

☐ **What are the three phases of fitness conditioning?**

1. Preparatory
2. Conditioning
3. Maintenance

☐ **What are two components of Muscular fitness?**

Muscular strength and muscular endurance

☐ **How many scorers should be supplied for the APFT?**

A minimum of 1 per every 15 soldiers

☐ **What is the DA form 705?**

Physical Readiness Test Scorecard

☐ **Fitness tasks provide the framework for accomplishing all training requirements. The essential elements of fitness tasks can be cataloged into what four groups?**

1. Collective Tasks
2. Individual Tasks
3. Leader Tasks
4. Resources required for training

☐ **Name the two physical fitness formation?**

1. Extended Rectangular
2. Circular

## Weapons

---

### ***M136 AT4 – Rocket Launcher***



- ☐ **What Army Field Manual covers the M136 AT4?**  
FM 3-23.25 Chapter 3
- ☐ **What is the AT4?**  
It is a 84mm, light weight, single shot, man-portable, self contained antiarmor weapon fired from the right shoulder only.
- ☐ **What is the approximate length of the AT4 Rocket?**  
18 inches
- ☐ **What is the approximate weight of the AT4 Rocket?**  
4 lbs
- ☐ **What is the length of the AT4?**  
40 inches
- ☐ **What is the maximum effective range?**  
300 meters
- ☐ **What is the overall weight of the AT4?**  
About 15 lbs
- ☐ **What is the maximum range?**  
2,100 meters
- ☐ **What is the minimum target engagement range?**  
30 meters
- ☐ **How many pre-fire checks are there and what are they?**  
There are 11 pre-fire checks:
  1. The rear seal, a brown acrylic plastic plate inside the venturi, is in place and undamaged.
  2. The transport safety pin is in place and fully inserted. The lanyard is attached to the transport safety pin and the launcher. The lanyard should already be wrapped around the launcher clockwise and the transport safety pin inserted in the retainer hole counterclockwise.
  3. The cocking lever is present and in the SAFE (uncocked) position.
  4. The plastic fire-through muzzle cover is in place and undamaged. If it is torn or broken, cut it out and check the launch tube to ensure it is clear of foreign objects. Remove any that you find by turning the tube muzzle downward and gently shaking the launcher.
  5. The launcher has the correct color-coded band.

6. The sights function properly. Open the sight covers to ensure the sights pop up and are undamaged.
7. The forward safety does not move when you depress it.
8. The red trigger button is not missing.
9. The launcher body has no cracks, dents, or bulges.
10. The carrying sling is not frayed and is attached firmly to the launch tube.
11. The shoulder stop is not broken or damaged, and it unsnaps and folds down.

☐ **How large and what does the back-blast area consist of?**

The black-blast area is 65 meters in a 90-degree fan behind the weapon. The distances are 5 meters combat and 60 meters training.

***M16/A2 – 5.56 mm Semiautomatic Rifle***



A lightweight, air-cooled, gas-operated, magazine-fed rifle designed for either semi-automatic or three-round burst fire through use of a selector lever. The M-16A2 incorporates improvements in iron sight, pistol grip, stock and overall combat effectiveness. Accuracy is enhanced by incorporating an improved muzzle compensator, three-round burst control, and a heavier barrel; and by using the heavier NATO-standard ammunition, which is also fired by the squad automatic weapon. The M-16A3 is identical to the M-16A2 but has a removable carrying handle that is mounted on a Picatinny Rail (for better mounting of optics) and is without burst control. The M-16A4 is identical to the M-16A2 except for the removable carrying handle and Picatinny Rail.

☐ **What is the FM concerning the M16/A2 Rifle?**

FM 3-22.9

☐ **What is the first thing you should do when you handle a weapon?**

Make sure you clear it

☐ **Name the five phases in Basic Rifle Marksmanship.**

1. Preliminary Rifle Instruction
2. Downrange Feedback
3. Field Fire
4. Advanced Rifle Marksmanship
5. Advanced Optics, Laser and Iron Sights

☐ **What is the purpose of a weaponeer?**

The weaponeer is capable of simulating all of the BRM live fire scenarios without firing rounds. Immediate feedback is available for critiquing the soldier's application of the integrated act of firing while using the weaponeer device to include misfire procedures.

☐ **What are the four fundamentals of marksmanship?**

1. Steady Position
2. Proper Aim (Sight Picture)
3. Breathing
4. Trigger Squeeze

- ☐ **During Preliminary Marksmanship Training (PMI), what are the only two positions taught?**
  - 1. Foxhole supported
  - 2. Prone unsupported
- ☐ **What are the two basic elements of the Sight Picture?**
  - 1. Sight Alignment
  - 2. Placing of the Aiming Point
- ☐ **What does the Acronym SPORTS stand for?**

Slap, Pull, Observe, Release, Tap and Shoot
- ☐ **Describe the proper procedures for applying remedial action.** (FM 3-22.9, Ch 3-1)
  - 1. Try to place the weapon on safe
  - 2. Remove the magazine
  - 3. Lock the bolt to the rear
  - 4. Place the weapon on safe if not already done
- ☐ **Describe the proper procedure for applying immediate action.** (FM 3-22.9, Ch 3-1)
  - Gently Slap upward on the magazine to ensure that it is fully seated and that the magazine follower is not jammed.
  - Pull the charging handle fully to the rear and check the chamber (Observe for the ejection of a live round or expended cartridge)
  - Release the charging handle (don't ride it forward)
  - Tap the forward assist assembly to ensure bolt closure
  - Try to fire the rifle.
- ☐ **What is SPORTS?**

Immediate action
- ☐ **What is immediate action?**

Reduce a stoppage without investigating the cause through the use of a probable remedy (SPORTS)
- ☐ **How many times should immediate action be applied to a weapon?**

Once. (If Rifle still fails to fire, apply remedial action)
- ☐ **What is a malfunction?**

The weapon ceasing to fire due to a stoppage resulting from mechanical failure of the weapon, magazine or ammo.
- ☐ **Name the different categories of malfunctions.**
  - 1. Failure to feed, chamber or lock
  - 2. Failure to fire cartridge
  - 3. Failure to Extract
  - 4. Failure to Eject
- ☐ **What is stoppage?**

The failure of an automatic or semiautomatic firearm to complete the cycle of operation.
- ☐ **How do you clear a stoppage?**

Apply immediate or remedial action
- ☐ **What is the definition of Maximum Effective Range?**

The greatest distance at which the weapon may be expected to inflict casualties
- ☐ **What are the qualification standards for a Record Fire Range (pop-up targets)?**
  - Expert - 36-40



- Sharpshooter - 30-35
- Marksman - 23-29
- Unqualified - 22-Below

☐ **What are the qualification standards for the Known Distance Alternate Course or the Scaled 25 meter Alternate Course?**

- Expert - 38-40
- Sharpshooter - 33-37
- Marksman - 26-32
- Unqualified - 25-Below

☐ **What does CLP stand for?**

- Cleaner - It contains solvents that dissolve firing residue and carbon.
- Lubricant - It lays down a layer of teflon as it dries to provide lubrication.
- Preservative - It prevents rust from Forming.

☐ **Describe the M16/A2 Rifle.**

A 5.56 mm, magazine fed, gas-operated, air-cooled, semiautomatic or three-round burst, hand-held, shoulder-fired weapon.

☐ **What are the 5 types of ammunition that can be used with the M16/A2 Rifle?**

1. M199 Dummy
2. M200 Blank - Violet tip and 7 petal rose crimp
3. M855 Ball - Green Tip
4. M856 Tracer - Red Tip
5. M862 - Short Range Training Ammunition, Plastic with a Blue Tip

☐ **What are the four steps needed to perform in order to mechanically zero the M16/A2?**

1. Ensure that the front sight post housing is flush with the base (move the sight post up or down until this is achieved)
2. Adjust the elevation knob counterclockwise (as viewed from above) until the rear sight assembly rests flush with the carrying handle and the 8/3 marking is aligned with the index line on the left side of the carrying handle.
3. Ensure that the unmarked aperture is up and the 0-200 meter aperture is down
4. Rotate the windage knob to align the index mark on the 0-200 meter aperture with the long center index line on the rear sight assembly

☐ **Describe the weights of the M16/A2 Rifle.**

- Without Magazine and Sling - 7.78 pounds
- With Sling and a loaded 20 round magazine - 8.48 pounds
- With Sling and a loaded 30 round magazine - 8.79 pounds

☐ **Describe the max effective rates of fire for the M16/A2 Rifle.**

- Semiautomatic - 45 rounds per minute
- Burst - 90 rounds per minute
- Sustained - 12-15 rounds per minute

☐ **What is the muzzle velocity of the M16/A2 Rifle?**

3,100 feet per second

☐ **Describe the ranges for the M16/A2 Rifle.**

- Maximum Range - 3,600 meters
- Max Effective Range for a Point Target - 550 meters
- Max Effective Range for an Area Target - 800 meters

☐ **Describe the Barrel Rifling for the M16/A2 Rifle.**

Right hand twist 1/7

☐ **What is the basic load of ammunition for the M16/A2 Rifle?**

210 Rounds total. (7 magazines with 30 rounds in each)

☐ **One click of the elevation knob of the M16/A2 Rifle changes the point of impact at 100 meters how much?**

1 3/8 inches

☐ **What is the overall length of the M16/A2 Rifle?**

39 5/8 inches

☐ **What is the purpose of the compensator on the M16A2?**

Help keep the muzzle down during firing

☐ **What are the 8 steps in the functioning of the M16/A2 rifle?**

1. Feeding
2. Chambering
3. Locking
4. Firing
5. Unlocking
6. Extracting
7. Ejecting
8. Cocking

☐ **Describe the procedures for clearing the M16/A2 Rifle.**

1. Point the weapon in a safe direction. Place the selector lever on safe.
2. Remove the magazine
3. Lock the bolt to the rear
4. Inspect the chamber and receiver areas for ammunition
5. With the selector switch on safe, allow the bolt to go forward.

☐ **How do you perform a functions check on the M16/A2 Rifle?**

1. Place the selector lever on safe. If the selector switch will not go on safe, pull the charging handle to the rear and release. Place the selector lever on safe. Pull the trigger to the rear, the hammer should not fall.
2. Place the selector lever on semi. Pull the trigger to the rear and hold. The hammer should fall. While holding the trigger to the rear, pull the charging handle to the rear and release. Release the trigger and pull it to the rear again. The hammer should fall.
3. Place the selector lever on burst. Pull the charging handle to the rear and release. Pull the trigger to the rear and hold. The hammer should fall. While holding the trigger to the rear, pull the charging handle to the rear three times and release. Release the trigger and pull it to the rear again. The hammer should fall.

### ***M18A1 – Antipersonnel (Claymore) Mine***



- ☐ **Once done installing the M18A1, how far behind the mine should the wire be secured?**  
1 meter
- ☐ **Describe the M18A1**  
A curved, rectangular-shaped weapon, with an olive drab molded case of fiberglass filled polystyrene (plastic). In the front portion of the case is a fragmentation face containing steel spheres embedded in a plastic matrix. The back portion of the case behind the matrix contains a layer of explosives.
- ☐ **What is the M18A1 primarily used for?**  
It was designed for use against mass infantry attacks
- ☐ **What is the first step in installing the M18A1?**  
Inspect the components
- ☐ **What is a land mine?**  
A land mine is a weapon, an explosive or other substance (normally encased) used to kill, wound or somehow harm personnel, or to damage or destroy vehicles, boats, or aircraft. Alone they are a weak weapon, with men and other weapons, they are a strong defense
- ☐ **How much does the M18A1 weigh?**  
3.5 lbs
- ☐ **What color is a "training" M18A1?**  
Blue
- ☐ **How long is the wire that the M4 blasting cap is connected to?**  
100 ft
- ☐ **Name the components that are in the bandoleer of the M18A1**
  - M40 test kit
  - M57 firing device
  - Blasting cap
  - Mine
  - Wire
  - Instructions
- ☐ **What is meant by breaching a minefield?**  
Breaching a minefield is the use of any means to make a passage through the mined area. An Assault Mine Field Breach is a combat breach of an enemy minefield covered by enemy fire.
- ☐ **Where will you find the instructions for the employment of the M18A1?**  
Under the flap of the bandoleer

- ☐ **Name the 3 ways that you can prime the M18A1**
  1. With an electric cap
  2. With a non-electric cap
  3. With a detonating cord
- ☐ **What color is a "live" M18A1?**

Green
- ☐ **What is the effective frontal range of the M18A1?**

50 meters
- ☐ **What are the two sites used on the mine to aim it?**

Knife-edge and slit-type peep sights
- ☐ **Who keeps the M57 firing device while the M18A1 is being installed?**

The individual installing the mine
- ☐ **What Field Manual covers the M18A1?**

FM 23-23
- ☐ **When aiming the M18A1 using the split-type site, how far above the ground do you aim?**

2 and 1/2 meters
- ☐ **What type of explosive is used in the M18A1?**

1.5 lbs composition C4 (plastic explosive)
- ☐ **One M40 test set is included with how many claymores?**

1 in each case of 6
- ☐ **What is the M18A1?**

An antipersonnel mine also called the Claymore mine
- ☐ **What is the killing zone of the M18A1?**

2 meters high, 50 meters wide at a range of 50 meters
- ☐ **How far is the danger area to the rear of the M18A1?**

16 meters

***M2 - .50 Caliber Machine Gun***



- ☐ **What is the .50 Cal machine gun used for?**

Defend against low-flying hostile aircraft, support the infantryman in both attack and defense, destroy lightly armored vehicles, provide protection for motor movements, vehicle parks and train bivouacs, and reconnaissance by fire on suspected enemy positions
- ☐ **What is the weight of the M2 completely mounted on the M3 tripod?**

Approximately 128 lbs

- ☐ **What is the weight of the M2 machine gun?**  
84 lbs
- ☐ **What is the weight of the receiver group?**  
60 lbs
- ☐ **Which FM covers the M2?**  
FM 3-22.65
- ☐ **What is the weight of the barrel?**  
24 lbs
- ☐ **What is the importance of current headspace adjustment on the .50 Cal machine gun?**  
Improper headspace adjustment can cause improper functioning of the gun and, frequently, damage to parts and/or injury to personnel.
- ☐ **What is the length of the barrel of the .50 Cal?**  
45 inches
- ☐ **What is the maximum range of the .50 Cal (firing the M2 Ball)?**  
6,764 meters
- ☐ **What is the muzzle velocity of the .50 Cal?**  
3,050 ft per sec. (2,080 MPH)
- ☐ **What is the description of the .50 Cal, HB, M2 Machine Gun?**  
The .50 Cal, HB, M2 Machine Gun is a belt-fed, recoil operated, air cooled, crew served machine gun, capable of firing single shot as well as automatic fire, and operates on the short recoil principle
- ☐ **What is the sustained rate of fire of the .50 Cal?**  
40 rounds or less a minute
- ☐ **Timing on the .50 Cal machine gun is correct when what conditions are met?**  
Firing takes place when the recoiling parts are in the correct position for firing (between .020 and .116 inch out of battery). When the gun fires on the Fire gage, and does not fire off the No Fire gage.
- ☐ **What is the maximum effective range of the .50 Cal?**
  - Single shot- 1,500 meters
  - Area shot- 1,830 meters
- ☐ **What is the rapid rate of fire of the .50 Cal?**  
More than 40 rounds a minute
- ☐ **What is the length of the .50 Cal, overall?**  
Approximately 65 inches
- ☐ **What is the cyclic rate of fire of the .50 Cal?**  
450-550 rounds a minute
- ☐ **Headspace adjustments on the .50 Cal machine gun is correct when what conditions are met?**  
The recoiling groups are fully forward, there is no independent rearward movement between the bolt, barrel, and barrel extension, the no-go gauge does not fit in the T-slot, and the firing gauge does fit

☐ **What type of front sight does the .50 Cal have?**

A semi-fixed blade type with cover

☐ **What are the common stoppages of the .50 Cal?**

- Failure to feed
- Chamber
- Lock
- Fire
- Unlock
- Extract
- Eject
- Cock

☐ **What are the ten major components and assemblies of the .50 Cal?**

1. Barrel Group
2. Carrier Assembly
3. Back plate Group
4. Receiver Group
5. Bolt Group
6. Cover Group
7. Bolt Stud
8. Barrel Extension Group
9. Barrel Buffer Body
10. Driving Spring Rod Assembly

### ***M203 – 40 mm Grenade Launcher***



### **M203 Mounted on an M4 Carbine**

The M203 grenade launcher is a single-shot weapon designed for use with the M16 series rifle and fires a 40mm grenade. The M203A1 grenade launcher is a single-shot weapon designed for use with the M4 series carbine and also fires a 40mm grenade. Both have a leaf sight and quadrant site. The M203 is also being used as the delivery system for a growing array of less-than-lethal munitions.

☐ **If you turn the M203 windage screw one increment, how far does that move the strike of the round at 200 meters?**

1 and 1/2 meters

☐ **What is the maximum range of the M203?**

400 meters

☐ **What Field Manual covers the M203?**

FM 3-22.31

☐ **What is the casualty radius of a M203 40 mm round?**

5 meters

☐ **What is the maximum effective range of the M203 against an area target?**

350 meters

☐ **What are the 4 fundamentals of M203 marksmanship?**

1. Steady Position
2. Aiming
3. Breathing
4. Trigger Control

☐ **What are the two types of ammo available for the M203?**

1. Live (HE, smoke, Riot agent, Shot, and flare)
2. Practice

☐ **What are the seven (7) common malfunctions of the M203 and the corrective actions for each?**

1. Failure to cock: Turn in to armorer
2. Failure to fire: Place on fire, load, reload, hand cycle, clean, turn in to armorer
3. Failure to lock: Turn in to armorer
4. Failure to chamber: Reload, Clean the weapon
5. Failure to extract: Tap out with cleaning rod
6. Failure to eject: Turn in to armorer
7. Safety fails to stay in position: Turn in to armorer

☐ **What is the maximum effective range of the M203 against a point target?**

150 meters

☐ **What are the two types of sights on the M203?**

1. Leaf
2. Quadrant

☐ **Describe the M203**

A 40mm, lightweight, single-shot, breach-loaded, pump-action, shoulder-fired weapon

☐ **At what range do you zero the M203?**

200 meters

☐ **How must you maintain the M203 Grenade Launcher in varying climates?**

- Normal: keep weapon cleaned and oiled at all times using light coats of CLP
- Temperatures blow freezing: keep weapon free of moisture and lubricate with CLP
- Sandy or dusty air: clean daily, keep free of dirt and sand, and lubricate frequently with CLP, removing excess CLP with a rag
- Damp or salty air: clean daily, keep free of dirt and sand, and lubricate frequently

☐ **How long should you wait before opening the breach to unload the weapon if you happen to have a misfire?**

30 seconds

***M240B – Machine Gun***



The M240B is the modified version of the original M240/M240E1, 7.62mm medium class, coaxial/pintle mounted machine gun for tanks and light armored vehicles. The weapon feeds from the

left, ejecting links to the right and spent cartridges underneath the receiver. The rate of fire may be controlled by three different regulator settings. The M240B is modified for ground use by the installation of an "Infantry Modification Kit", comprised of a flash suppressor, front sight, butt-stock, pistol grip, bipod, rear sight assembly, feed tray cover with optical rail, protective heat shield for the barrel, and a carrying handle for the barrel.

A ground-mounted, gas-operated, crew-served machine gun. This reliable 7.62mm machine gun delivers more energy to the target than the smaller caliber M-249 SAW. It is being issued to infantry, armor, combat engineer, special force/rangers, and selected field artillery units that require medium support fires and will replace the ground-mounted M-60 series machine guns currently in use.

☐ **What is the weight of the M240B?**

Approximately 27.6 pounds

☐ **What Field Manual covers the M240B?**

FM 3-22.68

☐ **Describe the M240B.**

The M240B is a belt-fed, air-cooled, gas-operated, fully automatic machine gun that fires from the open bolt position

☐ **The weight of the barrel of the M240B is about how much?**

Approximately 6.6 pounds

☐ **Describe the Rifling of the M240B barrel**

4 grooves with a uniform right-hand twist, 1 turn in 12 inches

☐ **What is the muzzle velocity of the M240B?**

About 2800 feet per second

☐ **What is the sustained rate of fire for the M240B?**

100 Rounds per minute, barrel change every 10 minutes, 4-5 seconds between bursts

☐ **What is the rapid rate of fire for the M240B?**

200 Rounds per minute, barrel change every 2 minutes, 2-3 seconds between bursts

☐ **What is the cyclic rate of fire for the M240B?**

650-950 Rounds per minute, barrel change every minute

☐ **What is the maximum range of the M240B?**

3725 meters

☐ **What is the maximum effective range of the M240B with tripod and T&E?**

1100 meters

☐ **What is the maximum effective range of the M240B for an area target?**

1800 meters

☐ **What is the maximum effective range of the M240B for a point target?**

800 meters

☐ **What is the length of the M240B?**

49 inches

☐ **What is the maximum tracer burnout for the M240B?**

900 meters



☐ **What types of ammunition can be used with M240B?**

- 7.62-mm ball
- Tracer
- Armor-piercing
- Armor- piercing-incendiary
- Blank
- Dummy

***M249 – Machine Gun***



A lightweight, gas-operated, one-man-portable automatic weapon capable of delivering a large volume of effective fire at ranges up to 800 meters. Two M249s are issued per infantry squad. It is scheduled to replace the M60 7.62 medium machine gun in certain units.

☐ **What is the maximum range of the M249 (SAW)?**

3,600 meters

☐ **What does S.A.W. stand for?**

Squad Automatic Weapon

☐ **What is the weight of the M249 with a 200 round box of ammo?**

22.08 pounds

☐ **What is the length of the M249?**

40.87 inches

☐ **Describe the M249**

An air-cooled, belt or magazine fed, gas-operated, automatic weapon that fires from the open-bolt position

☐ **What FM covers the M249?**

FM 3-22.68

☐ **What are the rates of fire for the M249?**

- Sustained rate is 85 rounds per minute
- Rapid rate is 200 rounds per minute
- Cyclic rate is 750 rounds per minute

☐ **What is the M249's maximum effective range for grazing fire obtainable over uniformly sloping terrain?**

600 meters

☐ **What are the 8 major groups of the M249?**

1. Trigger
2. Gas cylinder

3. Bipod
4. Hand guard
5. Barrel
6. Receiver
7. Operating rod
8. Butt stock shoulder assembly

☐ **Name 3 assault firing positions used with the M249**

1. Shoulder
2. Hip
3. Underarm

☐ **What ranges are marked on the rear sight drum of the M249?**

From 300 to 1000 meters in 100 meter increments

☐ **What are two unique features of the M249?**

It has a regulator to change the rate of fire, and it is fed by M16 magazines as well as belt fed

***M4 – 5.56 mm Semiautomatic Rifle***



A compact version of the M16A2 rifle, with a collapsible stock, a flat-top upper receiver accessory rail and a detachable handle/rear aperture site assembly. The M4 enables a soldier operating in close quarters to engage targets at extended range with accurate, lethal fire. It achieves more than 85 percent commonality with the M16A2 rifle and will replace all .45 caliber M3 submachine guns, selected M9 pistols, and M16 series rifles.

☐ **What is the FM concerning the M4 Rifle?**

FM 3-22.9

☐ **What is the first thing you should do when you handle a weapon?**

Make sure you clear it

☐ **Name the five phases in Basic Rifle Marksmanship.**

1. Preliminary Rifle Instruction
2. Downrange Feedback
3. Field Fire
4. Advanced Rifle Marksmanship
5. Advanced Optics, Laser and Iron Sights

☐ **What is the purpose of a weaponeer?**

The weaponeer is capable of simulating all of the BRM live fire scenarios without firing rounds. Immediate feedback is available for critiquing the soldier's application of the integrated act of firing while using the weaponeer device to include misfire procedures.

☐ **What are the four fundamentals of marksmanship?**

1. Steady Position
2. Proper Aim (Sight Picture)
3. Breathing

4. Trigger Squeeze

- ☐ **During Preliminary Marksmanship Training (PMI), what are the only two positions taught?**
  - 1. Foxhole supported
  - 2. Prone unsupported
- ☐ **What are the two basic elements of the Sight Picture?**
  - 1. Sight Alignment
  - 2. Placing of the Aiming Point
- ☐ **What does the Acronym SPORTS stand for?**

Slap, Pull, Observe, Release, Tap and Shoot
- ☐ **Describe the proper procedures for applying remedial action.** (FM 3-22.9, Ch 3-1)
  - 1. Try to place the weapon on safe
  - 2. Remove the magazine
  - 3. Lock the bolt to the rear
  - 4. Place the weapon on safe if not already done
- ☐ **Describe the proper procedure for applying immediate action.** (FM 3-22.9, Ch 3-1)
  - Gently Slap upward on the magazine to ensure that it is fully seated and that the magazine follower is not jammed.
  - Pull the charging handle fully to the rear and check the chamber (Observe for the ejection of a live round or expended cartridge)
  - Release the charging handle (don't ride it forward)
  - Tap the forward assist assembly to ensure bolt closure
  - Try to fire the rifle.
- ☐ **What is SPORTS?**

Immediate action
- ☐ **What is immediate action?**

Reduce a stoppage without investigating the cause through the use of a probable remedy (SPORTS)
- ☐ **How many times should immediate action be applied to a weapon?**

Once. (If Rifle still fails to fire, apply remedial action)
- ☐ **What is a malfunction?**

The weapon ceasing to fire due to a stoppage resulting from mechanical failure of the weapon, magazine or ammo.
- ☐ **Name the different categories of malfunctions.**
  - 1. Failure to feed, chamber or lock
  - 2. Failure to fire cartridge
  - 3. Failure to Extract
  - 4. Failure to Eject
- ☐ **What is stoppage?**

The failure of an automatic or semiautomatic firearm to complete the cycle of operation.
- ☐ **How do you clear a stoppage?**

Apply immediate or remedial action
- ☐ **What is the definition of Maximum Effective Range?**

The greatest distance at which the weapon may be expected to inflict casualties

- ☐ **What are the qualification standards for a Record Fire Range (pop-up targets)?**
  - Expert - 36-40
  - Sharpshooter - 30-35
  - Marksman - 23-29
  - Unqualified - 22-Below
  
- ☐ **What are the qualification standards for the Known Distance Alternate Course or the Scaled 25 meter Alternate Course?**
  - Expert - 38-40
  - Sharpshooter - 33-37
  - Marksman - 26-32
  - Unqualified - 25-Below
  
- ☐ **What does CLP stand for?**
  - Cleaner - It contains solvents that dissolve firing residue and carbon.
  - Lubricant - It lays down a layer of teflon as it dries to provide lubrication.
  - Preservative - It prevents rust from Forming.
  
- ☐ **Describe the M4 Rifle.**

A 5.56 mm, magazine fed, gas-operated, air-cooled, semiautomatic or three-round burst, hand-held, shoulder-fired weapon.
  
- ☐ **What are the 5 types of ammunition that can be used with the M4 Rifle?**
  1. M199 Dummy
  2. M200 Blank - Violet tip and 7 petal rose crimp
  3. M855 Ball - Green Tip
  4. M856 Tracer - Red Tip
  5. M862 - Short Range Training Ammunition, Plastic with a Blue Tip
  
- ☐ **Describe the weights of the M4 Rifle.**
  - Without Magazine and Sling - 6.49 pounds
  - With Sling and a loaded 20 round magazine - 7.19 pounds
  - With Sling and a loaded 30 round magazine - 7.50 pounds
  
- ☐ **Describe the max effective rates of fire for the M4 Rifle.**
  - Semiautomatic - 45 rounds per minute
  - Burst - 90 rounds per minute
  - Sustained - 12-15 rounds per minute
  
- ☐ **What is the muzzle velocity of the M4 Rifle?**

2,970 feet per second
  
- ☐ **Describe the ranges for the M4 Rifle.**
  - Maximum Range - 3,600 meters
  - Max Effective Range for a Point Target - 500 meters
  - Max Effective Range for an Area Target - 600 meters
  
- ☐ **Describe the Barrel Rifling for the M4 Rifle.**

Right hand twist 1/7
  
- ☐ **What is the basic load of ammunition for the M4?**

210 Rounds total. (7 magazines with 30 rounds in each)
  
- ☐ **One click of the elevation knob of the M4 Rifle changes the point of impact at 100 meters how much?**

1 3/8 inches

☐ **What is the overall length of the M4 Rifle?**

- Buttstock Closed - 29.75 inches
- Buttstock Open - 33.00 inches

☐ **What are the four positions for the buttstock of the M4 Rifle?**

1. Closed
2. 1/2 Open
3. 3/4 Open
4. Full Open

☐ **What are the 8 steps in the functioning of the M4 rifle?**

1. Feeding
2. Chambering
3. Locking
4. Firing
5. Unlocking
6. Extracting
7. Ejecting
8. Cocking

☐ **What part of the M4 Rail Adapter System may be removed to perform PMCS?**

Only the Lower Assembly

☐ **Describe the procedures for clearing the M4 Rifle.**

1. Point the weapon in a safe direction. Place the selector lever on safe.
2. Remove the magazine
3. Lock the bolt to the rear
4. Inspect the chamber and receiver areas for ammunition
5. With the selector switch on safe, allow the bolt to go forward.

☐ **How do you perform a functions check on the M4 Rifle?**

1. Place the selector lever on safe. If the selector switch will not go on safe, pull the charging handle to the rear and release. Place the selector lever on safe. Pull the trigger to the rear, the hammer should not fall.
2. Place the selector lever on semi. Pull the trigger to the rear and hold. The hammer should fall. While holding the trigger to the rear, pull the charging handle to the rear and release. Release the trigger and pull it to the rear again. The hammer should fall.
3. Place the selector lever on burst. Pull the charging handle to the rear and release. Pull the trigger to the rear and hold. The hammer should fall. While holding the trigger to the rear, pull the charging handle to the rear three times and release. Release the trigger and pull it to the rear again. The hammer should fall.

***M60 – Machine Gun***



☐ **What is the FM that covers the M60?**

FM 3-22.68

- ☐ **What is the weight of the M60?**  
23 Pounds
- ☐ **Before the feed tray cover is closed, what position should the bolt be in?**  
The rear
- ☐ **What is the maximum effective range of the M60?**  
1,100 meters
- ☐ **What feature of the M60 allows the user to change the barrels rapidly?**  
A fixed headspace
- ☐ **What is the maximum rate of fire for the M60?**  
Approximately 550 rounds per minute
- ☐ **What is the most effective rate of fire for the M60?**  
6-9 round bursts
- ☐ **What is the tracer burnout range for the M60?**  
900 meters
- ☐ **What is the muzzle velocity of the M60?**  
2,800 feet per second
- ☐ **What is grazing fire?**  
Horizontal fire in the vicinity of the knee to the waist high area on the enemy
- ☐ **What is the maximum range of grazing fire for the M60?**  
600 meters
- ☐ **What is always the Number 1 target on an M60 range card?**  
The FPL (Final Protective Line)
- ☐ **How many rounds per minute are fired with the M60 during rapid fire?**  
200 rounds per minute
- ☐ **What are the 5 types of ammunition used with the M60?**
  1. Ball
  2. Tracer
  3. Armor piercing
  4. Dummy
  5. Blank
- ☐ **What weapon is scheduled to replace the M60 machine gun?**  
The M240B
- ☐ **Describe the M60.**  
A 7.62 mm, air-cooled, belt-fed, gas-operated, automatic tripod or bipod fired weapon
- ☐ **The M60 is fired with the bolt in what position?**  
The open bolt position
- ☐ **How often should the barrel be changed on the M60?**
  - Sustained rate of fire- every 10 minutes
  - Rapid rate of fire- every 2 minutes

- Cyclic-every minute

☐ **What is the sustained rate of fire for the M60?**  
100 rounds per minute

☐ **Name 2 common malfunctions of the M60**  
1. Sluggish operation  
2. Runaway gun

☐ **What should you do if you have a "runaway gun"?**  
Break the belt

☐ **What are the rates of fire for the M60?**

- Sustained rate is 100 rounds per minute
- Rapid rate is 200 rounds per minute
- Cyclic rate is 500 rounds per minute

☐ **How many barrels are issued with the M60?**  
2 barrels

### ***M72 – Light Anti-Tank Weapon***

☐ **How many spring-loaded fins are attached to the M72 LAW?**  
6

☐ **What is the muzzle velocity of the M72A2 and M72A3?**  
475 fps

☐ **Describe a LAW**  
A LAW is a lightweight; self-contained antiarmor weapon consisting of a rocket packed in a launcher. It is man portable and may be fired from either shoulder. The launcher, which consists of 2 tubes, one inside the other, serves as a watertight packing container for the rocket and houses a percussion type firing mechanism that activates the rocket

☐ **What is the length of the Launcher of the M72A2 and the M72 A3?**

- Closed- 24.8 inches
- Fully extended- 34.67 inches

☐ **About the Rocket in the M72A2 and the M72A3, how long is it and how much does it weigh?**

- Length- 20 inches
- Weight- 2.2 lbs

☐ **Exhaust temperatures exiting the launcher may reach temperatures of what?**  
1400 deg Fahrenheit

☐ **What FM covers the use of the M72 LAW?**  
FM 3-23.25 Light Antiarmor Weapons

☐ **What is the Minimum range of the M72A2 and the M72A3?**  
10 meters

☐ **What is the Maximum Range of the M72A2 and the M72A3?**  
1000 meters

- ☐ **What is the Maximum Effective range of the M72A2 and the M72A3?**
  - Stationary target- 200 meters
  - Moving Target- 165 meters
- ☐ **What is the first thing that you should do before engaging a target with the LAW?**

Determine its range
- ☐ **What kind of projectile is fired form the LAW?**

A 66 mm high explosive, antitank (HEAT), percussion ignited, fin-stabilized, fixed munitions rocket.
- ☐ **What is the first step in preparing the LAW for use?**

Inspect its overall condition
- ☐ **What is the weight of a complete M72A2?**

5.1 lbs
- ☐ **What is the weight of a complete M72A3?**

5.5 lbs

***M9 – 9mm Beretta Pistol***



A semi-automatic, single-action / double-action pistol. The M9 is the primary sidearm of The U.S. military, replacing the .45 caliber model M1911A1. The M9 has a 15-round staggered magazine with a reversible magazine release button that can be positioned for either right- or left-handed shooters.

- ☐ **What is the weight of the M9 pistol with an empty magazine?**

33.86 ounces
- ☐ **Describe the M9 pistol**

A 9mm, semiautomatic, double-action, recoil-operated, magazine-fed, hand-held weapon
- ☐ **Describe the magazine for the M9**

A standard staggered box magazine designed to hold 15 rounds
- ☐ **What is the weight of the M9 pistol with a 15 round magazine?**

40.89 ounces
- ☐ **What Field Manual covers the M9?**

FM 3-23.35
- ☐ **Name the 3 safety features on the M9**
  1. Manual safety
  2. Firing pin block
  3. Half cock



☐ **What are the major groups that make up the M9?**

- Slide assembly
- Barrel assembly
- Receiver assembly
- Recoil spring and guide
- Magazine assembly

☐ **What is the maximum range of the M9?**

1800 meters

☐ **What is the maximum effective range of the M9?**

50 meters

***MK19 – 40 mm Grenade Machine Gun***



A self-powered, air-cooled, belt-fed, blowback-operated weapon designed to deliver decisive firepower against enemy personnel and lightly armored vehicles. It replaces the M2 heavy machine guns in selected units and will be the primary suppressive weapon for combat support and combat service support units. The MK19-3 can be mounted on the HMMWV, M113 family of vehicles, 5-ton trucks, and selected M88A1 recovery vehicles.

☐ **What size projectile is fired from the MK19?**

40 mm

☐ **What is a special feature of the barrel of the MK19?**

It is designed to not overheat even after prolonged firing

☐ **What is a MK64?**

The gun cradle for the MK19

☐ **Describe the MK19**

An air-cooled, blowback operated, belt-fed machine gun that is fed by a disintegrating metallic-link belt and fires 40mm grenade cartridges

☐ **What is the length of the MK19?**

43.1 inches

☐ **What is the maximum range of the MK19?**

2,212 meters

☐ **What is the maximum effective range of the MK19?**

- Point - 1,500 meters
- Area - 2,212 meters

☐ **What are the rates of fire for the MK19?**

- Sustained- 40 rds/min
- Rapid- 60 rds/min

- Cyclic- 325-375 rds/min

☐ **What is the muzzle velocity of the MK19?**

790ft per second

☐ **What are the two most common malfunctions of the MK19?**

- Runaway gun
- Sluggish action

☐ **When taking immediate action for a "runaway gun" with the MK19, should you ever break the ammo belt?**

No

☐ **One click in rear site windage equals how many change?**

1 mil

☐ **What mounts are available for the MK19?**

- M3 Tripod
- M4 Pedestal
- M66 Ring
- HMMWV Weapons Platform
- M113 APC Commander's cupola

☐ **Describe the sight system for the MK19**

The MK19 has a blade-type front sight attached to the top cover assembly and a leaf-type rear sight (with an adjustable range plate) mounted on a spring dovetail base. The rear sight range plate is incremented in 100-meter intervals from 300 to 1500 meters. Range changes are made using either the slide release or the elevation wheel. The rear sight is also adjustable for windage

☐ **What is the weight of the MK19 weapon system?**

- System weight = 140.6 lbs
- MK19- 75.6 lbs
- MK64- 21 lbs
- M3 (tripod)- 44 lbs

☐ **What are the approved methods of destruction for the MK19?**

- Mechanical means
- Burning
- Gunfire
- Demolition
- Disposal

☐ **What FM covers the MK19?**

FM 3-22.27

☐ **What is the average recoil force of the MK19?**

500 lbs

☐ **What is the type of ammunition fired from the MK19?**

- M430 (HEDP)
- M383 (HE)
- M918 (TP)
- M922 (DUMMY)

☐ **What are the 6 steps in the MK19 cycle of operation?**

1. Charging

2. Extracting (delinking)
3. Cocking
4. Firing
5. Blowback
6. Automatic Feeding

☐ **What is the immediate action incase of a stoppage?**

Recharge the weapon and attempt to fire again

### ***Hand Grenades***

☐ **What is a hand grenade?**

A hand grenade is a small, hand-held, short range, indirect fire weapon that is designed for projection to a target by means of throwing

☐ **What is the effective casualty-producing radius of the M67 hand grenade?**

15 meters

☐ **What are the components of a hand grenade?**

- Body
- Filler
- Fuse
- Safety Clip

☐ **What are the three characteristics of all hand grenades?**

1. Employment range is short
2. Small effective casualty radius
3. Delay element permits safe throwing

☐ **What FM covers Grenades and Pyrotechnic Signals?**

FM 3-23.30

☐ **In what five areas can the hand grenade assist the individual soldier in the accomplishment of the mission?**

- Producing casualties
- Signaling
- Screening
- Producing incendiary effects
- Riot control

☐ **What are the four general types of hand grenades?**

1. Fragmentation - time delay and impact M67; grenades to inflict casualties
2. Chemical/Smoke - canister type grenades used for signaling, screening, or CBR
3. Riot Control - bursting type grenades or burning type grenades used for control of unruly crowds
4. Special Purpose - grenades used for specific results to include: Incendiary - Used to destroy by heat, Concussion - Used for destruction by shock wave, Practice - Used for training

☐ **What 6 things should you look for when inspecting grenades for defects?**

1. Ensure the fuse is not unscrewed from the body of the grenade
2. Ensure the safety clip is in the correct position, if no safety clip, attach one.
3. Check the safety clip for bends and security
4. Check safety lever for breaks
5. Check safety ring for cracks
6. Check for dirt and wipe off the dirt if it is necessary

☐ **What types of grenades should every soldier be able to identify?**

- M67 Fragmentation
- M18 Colored Smoke
- M34 WP Smoke
- AN-M8 HC Smoke
- AN-M14 TH3 Incendiary
- ABC-M25A2 CS Riot Control



**M-67**



**M18**



**M34 WP**



**AN-M8 HC**



**AN-M14 TH3**



**ABC M-25 A2**

☐ **About the M67 Fragmentation Grenade:**

- Body - steel sphere.
- Filler - 6.5 ounces of Composition B.
- Fuse - M213.
- Weight - 14 ounces.
- Safety clip - yes.
- Capabilities - can be thrown 40 meters by average soldier. The effective casualty-producing radius is 15 meters. Although the killing radius is 5 meters and the casualty-producing radius is 15, the fragments can disperse as far away as 230 meters.
- Color/markings - olive drab body with a single yellow band at the top. Nomenclature and or lot number markings are in yellow.

☐ **About the M18 Colored Smoke Grenade:**

- Body - sheet steel cylinder with four emission holes at the top and one at the bottom to allow smoke release when the grenade is ignited.
- Filler - 11.5 ounces of colored smoke mixture (red, green, yellow, and violet).
- Fuse - M201A1.
- Weight - 19 ounces.
- Safety clip - no.
- Capabilities - can be thrown 35 meters by average soldier. The grenade produces a cloud of colored smoke for 50 to 90 seconds.
- Color/markings - olive drab body with the top indicating the smoke color.

☐ **About the M34 WP Smoke Grenade:**

- Body - The M34 WP grenade body is compressed fiber or plastic sphere.
- Filler - The filler has 15 ounces of white phosphorous.
- Fuse - The fuse is an M206A2.
- Weight - The grenade weighs 27 ounces.
- Capabilities - The average soldier can throw the grenade 30 meters. The grenade has a bursting radius of 35 meters. All friendly personnel within this 35-meter area should be in a covered position to avoid being struck by burning particles. The WP filler burns for about 60 seconds at a temperature of 5,000 degrees Fahrenheit. This intense heat causes the smoke produced by the grenade to rise rapidly, especially in cool climates, making the M34 grenade less desirable for use as a screening agent.

- Color and Markings - Under the old ammunition color-coding system, the white phosphorous grenade is light gray with a single yellow band and yellow markings. Under the new standard color-coding system, the M34 grenade is light green with a single yellow band and light red markings.

☐ **About the AN-M8 HC Smoke Grenade:**

- Body - sheet steel cylinder.
- Filler - 19 ounces of Type C, HC smoke mixture.
- Fuse - M201A1.
- Weight - 24 ounces.
- Safety clip - no.
- Capabilities - can be thrown 30 meters by average soldier. The grenade emits a dense cloud of white smoke for 105 to 150 seconds. The AN-M8 Grenade produces harmful hydrochloric fumes that irritate the eyes, throat and lungs. It should not be used in closed-in areas unless soldiers are wearing protective masks.
- Color/markings - light green body with black markings and a white top.

☐ **About the AN-M14 TH3 Incendiary:**

- Body - sheet metal.
- Filler - 26.5 ounces of thermate (TH3) mixture.
- Fuse - M201A1.
- Weight - 32 ounces.
- Safety clip - no.
- Capabilities - can be thrown 25 meters by average soldier. A portion of the thermate mixture is converted to molten iron, which burns at 4,000 degrees Fahrenheit. It will fuse together the metallic parts of any object that it contacts. Thermate is an improved version of thermite, the incendiary agent used in hand grenades during World War II. The thermate filler of the AN-M14 grenade burns for 40 seconds and can burn through a 1/2-inch homogeneous steel plate. It produces its own oxygen and will burn under water.
- Color/markings - gray with purple markings and a single purple band (current grenades). Under the standard color-coding system, incendiary grenades are light red with black markings.

☐ **About the ABC M25A2 CS Riot Control:**

- Body - compressed fiber or plastic.
- Filler - CS1 varies in weight and composition according to the type of agent contained in the grenade. All fillers are mixed with silica aerogel for increased dissemination efficiency.
- Fuse - integral.
- Weight - 8 ounces.
- Safety clip - no.
- Capabilities - can be thrown 50 meters by average soldier. The radius of burst (visible cloud agent) is about 5 meters, but grenade fragments may project as far as 25 meters.
- Color/markings - gray body with red band and red markings.

## Awards and Decorations

---

- ☐ **What is the highest peacetime award for valor?**  
The Soldiers Medal
- ☐ **During peacetime, who is the approving authority for the Soldier's Medal?**  
HQDA
- ☐ **What is an Award?**  
A decoration, medal, badge, ribbon, or appurtenance bestowed on an individual or a unit
- ☐ **What is a decoration?**  
An award to an individual for a specific act of gallantry or service
- ☐ **What is DA Form 7013?**  
Certificate of Appreciation
- ☐ **What are the six groups that individual awards can be categorized into?**
  - 1. Decorations
  - 2. Good Conduct Medal
  - 3. Service Medals
  - 4. Service Ribbons
  - 5. Badges and Tabs
  - 6. Certificates and Letters
- ☐ **What is the highest award given by the Army in time of war?**  
The Medal of Honor
- ☐ **How many stars are on the blue silk shield that the Army Medal of Honor is suspended from?**  
13
- ☐ **Who is the approving authority for the Medal of Honor?**  
The U.S. Congress
- ☐ **Who awards the Medal of Honor?**  
The President of the United States
- ☐ **What is the word inscribed on the suspension bar of the Medal of Honor?**  
"Valor"
- ☐ **Whose profile is on the Medal of Honor?**  
Minerva, the roman goddess of wisdom and righteous war
- ☐ **What is the order of precedence for the wearing of individual awards?**
  - 1. U.S. Military Decorations
  - 2. U.S. Non-Military Decorations
  - 3. Prisoner of War Medal
  - 4. Good Conduct Medal
  - 5. U.S. Army Reserve Components Achievement Medal
  - 6. U.S. Service Medals and Service Ribbons
  - 7. U.S. Merchant Marine Decorations
  - 8. Foreign Decorations (Does not include Service Medals and Ribbons)
  - 9. Non-U.S. Service Medals and Ribbons

- ☐ **Name the ribbon awarded to members of the US Army for successful completion of the Basic and AIT?**  
The Army Service Ribbon
- ☐ **What is the DA Form 2442?**  
Certificate of Achievement
- ☐ **What is the time limit for recommending an award?**  
Two Years
- ☐ **How many "V" devices may be worn on a ribbon?**  
Not more than 1
- ☐ **The "V" Device is authorized for wear on what decorations?**
- Distinguished Flying Cross
  - Bronze Star Medal
  - Air Medal
  - ARCOM
  - Joint Service Commendation Medal
- ☐ **How many different weapons are authorized component bars?**  
19
- ☐ **For what is the Good Conduct Medal given?**  
For exemplary behavior, efficiency, and fidelity
- ☐ **What three words are inscribed on the front of the Good Conduct Medal?**  
Honor, Efficiency, and Fidelity
- ☐ **Who is the approving authority for the Good Conduct Medal?**  
The Company Commander
- ☐ **How often can you get the Good Conduct Medal?**  
Every 3 years
- ☐ **Who are the final approving authorities for the AAM, ARCOM, MSM, LM and DSM?**
- AAM = Lieutenant Colonel and above
  - ARCOM = Colonel and above
  - MSM = Major General and above
  - LM = Lieutenant General and above
  - DSM = U.S. Army Chief of Staff
- ☐ **Who can make recommendations for an award?**  
Any person having knowledge of an outstanding act or achievement
- ☐ **To whom is the Purple Heart awarded?**  
To anyone, military or civilian, wounded or killed in action against an armed enemy
- ☐ **What is the second highest award for valor?**  
The Distinguished Service Cross
- ☐ **What was the first medal awarded in the U.S. Army?**  
The Purple Heart
- ☐ **In the order of precedence, what are the Unit Decorations that can be awarded to a U.S. Army Unit?** 11976
1. Presidential Unit Citation

2. Joint Meritorious Unit Award
3. Valorous Unit Award
4. Meritorious Unit Commendation
5. Superior Unit Award
6. Citation in Orders

- ☐ **What was the Purple Heart initially awarded for?**  
It was awarded for valor in the revolutionary war
- ☐ **What is a DA Form 4950?**  
Good Conduct Medal Certificate
- ☐ **What decoration has George Washington's picture on it?**  
The Purple Heart
- ☐ **Who is the approving authority for the Army Achievement Medal?**  
The battalion commander
- ☐ **What is a DA Form 87?**  
Certificate of Training
- ☐ **What words are inscribed on the reverse side of the AAM?**  
For Military Achievement
- ☐ **What words are inscribed on the reverse side of the ARCOM?**  
For Military Merit
- ☐ **What is a Fourragere?**  
A ropelike device worn to signify the award of a foreign decoration
- ☐ **When can a unit award be worn?**  
When serving with a unit that received an award or if you were assigned to the unit when the award was assigned
- ☐ **Name the four Special Skills Tabs.**
  1. Ranger
  2. Special Forces
  3. Presidents Hundred
  4. Sapper
- ☐ **What Army Regulation covers the wear and appearance of the military uniform?**  
AR 670-1
- ☐ **Name three appurtenances**
  1. Oak leaf clusters
  2. V-Devices
  3. Numbers
- ☐ **What DA Form is used to recommend /request an award?**  
DA Form 638
- ☐ **What Army Regulation governs Awards and Decorations?**  
AR 600-8-22
- ☐ **When was the Medal of Honor established?**  
1862



☐ **Why is the Purple Heart different than all the other decorations?**

You cannot be recommended for the Purple Heart; instead you must meet specific criteria

## Uniforms

---

- ☐ **Where are unit awards worn on the male uniform?**  
1/8 inch above and centered over the right breast pocket
- ☐ **Where are unit awards worn on the female uniform?**  
1/2 inch above and centered over the top edge of the nameplate
- ☐ **Why are all Soldiers in the U.S. Army now authorized to wear the Reverse-Side Full-Color U.S. Flag Cloth Replica upon gaining permission from their commander?**  
The Nation is at war and will be for the foreseeable future. As an expeditionary Army, our Soldiers' commitment to fight and win our Nation's War, at home and abroad, is best exemplified by permanently wearing the U.S. Flag insignia on the utility uniforms.
- ☐ **Why is the flag worn on the right shoulder of the Utility Uniform?**  
The flag is worn on the right shoulder to give the effect of the flag flying in the breeze as the wearer moves forward.
- ☐ **Regardless of their deployment status, Soldiers are now authorized to wear the Reverse-Side Full-Color U.S. Flag insignia on which utility uniforms?**
- BDUs
  - Desert BDUs
  - Maternity BDU
  - Cold Weather Coat (Field Jacket)
  - Aircrew Battle Dress Uniform
  - Combat Vehicle Crewman Uniform
  - Jacket (Cold Weather)
- ☐ **When does the new policy of wearing the Reverse-Side Full-Color U.S. Flag Inignia on utility uniforms go into effect?**  
It goes into effect upon the Commander's ability to procure the insignias and allocate funds, and the operational tempo due to upcoming deployments/re-deployments; however the mandatory wear date of the U.S. Flag Insignia on the Utility Uniforms is No Later Than 01 Oct, 2005.
- ☐ **How is the Reverse-Side Full-Color U.S. Flag Insignia placed on the Utility Uniform?**  
If the Soldier has a Shoulder Sleeve Insignia-Former Wartime Service (SSI-FWTS) (Also commonly called a "combat patch), the insignia is placed 1/8 inch below the SSI-FWTS. If the Soldier does not have a SSI-FWTS, the insignia is placed 1/2 inch below the right shoulder seam.
- ☐ **When was the latest version of the AR 670-1 released?**  
03 February, 2005
- ☐ **When is the BDU Uniform considered unserviceable?**  
When there is no longer a defined line between any of the four colors in the camouflage05 Sept, 2003
- ☐ **What AR covers the issue and sale of personal clothing?**  
AR 700-84
- ☐ **What is the proper distance of the shoulder patch from the seam of the shoulder?**  
1/2 inch
- ☐ **What are the dimensions of the dress uniform nameplate?**  
1 x 3 x 1/16 of an inch

☐ **What is the only time that commercially designed protective headgear is authorized for wear with uniform?**

When operating motorcycles, bicycles or like vehicles but once the travel is complete protective headgear must be removed and army headgear donned

☐ **Are you authorized to "block" the patrol cap (PC)?**

No

☐ **Marksmanship badges are placed how far below the pocket seam of the male uniform?**

1/8 inch below

☐ **When wearing a beret, how many inches above the eyebrow should the headband be?**

1 inch

☐ **What is the rule of thumb for measuring worn boot heels?**

With the boot or shoe flat on the ground, if you can roll a pencil underneath the edge of the heel, the heels are unserviceable and should be replaced

☐ **Can the Black all-weather coat be worn as a raincoat while wearing BDUs?**

Yes, but only in a Garrison environment when organizational rain gear has not been issued

☐ **When must Identification Tags be worn?**

When directed by the commander, engaged in field training, in an aircraft, or OCONUS

☐ **Who is authorized to wear insignia of branch on the BDU cap?**

Chaplains

☐ **What does "ECWCS" stand for?**

Extended Cold Weather Clothing System

☐ **One service stripe represents how many years?**

3

☐ **How far above the elbow will the sleeve be rolled?**

No more than 3 inches above the elbow

☐ **Who is authorized to wear the field jacket or black all weather coat unzipped/ unbuttoned?**

Female soldiers if necessary while wearing the maternity uniform

☐ **What Army Regulation covers the wear and appearance of the military uniform?**

AR 670-1

☐ **May the "ear flaps" of the patrol cap be worn down?**

Yes, at the discretion of the individual during cold weather except when in formation

☐ **What are the ranks that shoulder boards come in?**

Corporal through SGM of the Army and also the Officer Ranks.

☐ **What is the standard headgear for wear with the food service uniform?**

The beret

☐ **When is headgear not required to be worn?**

- Headgear is not required if it would interfere with the safe operation of military vehicles.
- The wear of military headgear is not required while in or on a privately owned vehicle (to include a motorcycle or bicycle), a commercial vehicle, or on public conveyance (such as a subway, train, plane, or bus).

- Soldiers will not wear headgear indoors unless under arms in an official capacity, or when directed by the commander, such as for indoor ceremonial activities.
- Male and female soldiers are not required to wear headgear to evening social events (after Retreat) when wearing the Army blue and white uniforms, the enlisted green dress uniform, the Army green maternity dress uniform (females only), or the mess and evening mess uniforms.

☐ **Which direction does the belt tab on the army belt extend to?**

The wearers left (Except for females when wearing slacks with the Class A uniform at which time the belt would extend to the wearer's right)

☐ **What is a CVC uniform?**

Combat Vehicle Crewman's Uniform (Tanker's suit)

☐ **What footwear is authorized with the flight suit?**

The black leather combat boot and the black leather insulated boot

☐ **How are service stripes placed on the uniform?**

Centered on the outside half of the left sleeve at a 45-degree angle, with the lower end towards the inside seam of the sleeve.

☐ **How are service ribbons worn?**

In order of precedence from the wearer's right to left, in one or more rows, centered 1/8th inch above the left breast pocket, with either no spaces or 1/8-inch spaces between rows.

☐ **What military clothing items can be worn with civilian clothes?**

- Low quarters
- The windbreaker
- The all-weather coat

☐ **How many marksmanship badges are authorized for wear at one time?**

3

☐ **Exposed pens in pockets are allowed on which uniforms?**

- Hospital duty
- Food service uniforms
- Flight uniforms

☐ **How high above the camouflage band will the rank be sewn on a camouflage cover?**

2 and 1/2 inches from the bottom of the rim

### ***The new Army Combat Uniform***

☐ **What is the Army Combat Uniform (ACU)?**

It is the Army's universal pattern uniform that will replace the Temperate/Hot Weather Battle Dress Uniforms and the Desert Camouflage Uniform

☐ **What does the ACU consist of?**

Trousers, Coat and a Patrol Cap

☐ **Can you wear the beret with the new ACU?**

Yes

☐ **What is the estimated lifetime of the new ACU?**

6 months. (ACU is made with the same nylon/cotton rip-stop fabric as the current Enhanced Hot Weather BDU (EHWBDU). The current EHWBDU has an estimated wear life of six months.)

- ☐ **Why is the digitized print chosen over the more traditional camouflauge?**  
The ACU leveraged a digitized print developed by the USMC. The Army modified the USMC pattern and used alternate colors to provide an effective camouflage in multiple environments.
- ☐ **Who will the ACU be fielded to?**  
Active, Guard and Reserve
- ☐ **Explain the new digitized pattern.**  
The new pattern is designed to work in the three primary combat environments, -- Woodland, Desert and Urban. Though not optimized for any particular environment, it is effective in all three.

## Chain of Command

---

- ☐ **When was the NCO support channel formally recognized?**  
20 December 1976
- ☐ **What is Sergeant's Business?**  
To train and lead soldiers
- ☐ **What is a Sergeant?**  
A leader
- ☐ **Explain the Chain of Command**  
The succession of commanders superior to subordinates through which command is exercised
- ☐ **Define Responsibility**  
Being accountable for what you do
- ☐ **How does the Chain of Command support the NCO support channel?**  
By legally punishing those who challenge a sergeant's authority
- ☐ **Define Duty.**  
Duty is a legal or moral obligation to do what should be done without being told to do it
- ☐ **What is the role of the CSM?**  
Senior Enlisted Advisor to the Battalion commander
- ☐ **How does a Commander exercise command?**  
Through subordinate commanders
- ☐ **When was the position of Sergeant Major of the Army established?**  
4 July 1966
- ☐ **Is the CSM in the Chain of Command?**  
No (but he supervises the NCO support channel)
- ☐ **What are key elements of command?**  
Authority and Responsibility
- ☐ **What is the NCO Support Channel?**  
It is the channel of communication that reinforces the Chain of Command
- ☐ **What must a Sergeant have in order to accomplish Sergeant's Business?**  
The Skill, ability and Leadership to train soldiers for combat and lead them into combat
- ☐ **Who is the only member of both your chain of command the your NCO support channel?**  
Your first line supervisor, section, squad or team leader

## Leadership

---

☐ **The Army's leadership doctrine states that soldiers must satisfy 4 leadership requirements.**

**What are they?**

1. Lead in peace to be prepared for war
2. Develop individual leaders
3. Develop leadership teams
4. Decentralize

☐ **Describe the "Be, Know and Do".**

Army leadership begins with what the leader must BE, the values and attributes that shape a leader's character. Your skills are those things you KNOW how to do, your competence in everything from the technical side of your job to the people skills a leader requires. But character and knowledge—while absolutely necessary—are not enough. You cannot be effective, you cannot be a leader, until you apply what you know, until you act and DO what you must.

☐ **What is a principle?**

Principles are guidelines

☐ **What are the team building stages?**

1. Formation
2. Enrichment
3. Sustainment

☐ **Name the 4 human needs**

1. Physical
2. Security
3. Social
4. Higher (religious)

☐ **Is any one human need more important than the other?**

NO

☐ **What does Decentralization mean?**

The release of authority for execution from senior to subordinate levels.

☐ **What does FM 22-100 cover?**

Army Leadership (Be, Know, Do)

☐ **What does FM 7-0 cover?**

Training the force

☐ **Define Leadership.**

Leadership is influencing people—by providing purpose, direction, and motivation—while operating to accomplish the mission and improving the organization.

☐ **What are the 4 major factors of leadership?**

1. The led
2. The leader
3. The communication
4. The situation

☐ **What are the 11 principles of leadership?**

1. Know yourself and seek self-improvement
2. Be technically and tactically proficient

3. Seek responsibility and take responsibility for your actions
4. Make sound and timely decisions
5. Set the example
6. Know your soldiers and look out for their well being
7. Keep your subordinates informed
8. Develop a sense of responsibility in your subordinates
9. Ensure the task is understood, supervised and accomplished
10. Build the team
11. Employ your unit in accordance with its capabilities

☐ **What are the 4 individual values that soldiers are expected to possess?**

1. Courage
2. Candor
3. Competence
4. Commitment

☐ **What are the 7 steps to problem solving?**

1. Identify the problem
2. Identify facts and assumptions
3. Generate alternatives
4. Analyze alternatives
5. Compare the alternatives
6. Make and execute your decision
7. Assess the results

☐ **What are the three stages of the Character Development Pyramid?**

1. Leaders teach values - subordinates learn from culture
2. Leaders reinforce values - subordinates comply
3. Leaders shape the ethical climate - subordinates internalize army values

☐ **What is communications?**

The flow or exchange of information and ideas from one person to another

☐ **Name the two barriers of communications**

1. Physical
2. Psychological

☐ **Name some physical barriers of communication**

- Noise of battle
- Distance,

☐ **Define Motivation**

Influencing people to want to do what you know must be done

☐ **Name the four indicators of good leadership**

1. Proficiency
2. Discipline
3. Cohesion
4. Morale

☐ **Name some things in a unit that affect morale**

- Mess
- Military justice
- Mail
- Supply
- Billets



- ☐ **What are the 4 elements of professional army ethics?**
  1. Loyalty
  2. Duty
  3. Selfless Service
  4. Integrity
  
- ☐ **What are the 4 steps to the ethical decision making process?**
  1. Interpret the situation
  2. Analyze the factors
  3. Choose the course of action you feel will best serve the nation
  4. Implement the course of action you have chosen
  
- ☐ **What is the definition of Ethics?**

Ethics are principles or standards that guide professionals to do the right thing
  
- ☐ **Must a commander have an open-door policy?**

Yes
  
- ☐ **What are Beliefs?**

Beliefs are assumptions or convictions you hold as true about something, concept or person
  
- ☐ **What are Values?**

Values are attitudes about the worth or importance of people, concepts or things
  
- ☐ **What are 2 types of counseling?**
  1. Event-oriented Counseling
  2. Performance and Professional Growth
  
- ☐ **What are the requirements of successful counseling?**
  - Establish communications
  - Get the person to feel at ease
  - Listen to the problem
  - Don't put the person down by showing him or her that their problem is common
  - Develop confidence between the counselee and yourself
  
- ☐ **What are the 5 basic rules of combat?**
  1. Move
  2. Shoot
  3. Communicate
  4. Secure
  5. Sustain
  
- ☐ **What are the five leadership styles?**
  1. Directing
  2. Participating
  3. Delegating
  4. Transformational
  5. Transactional
  
- ☐ **Can you delegate responsibility?**

NO! Only authority can be delegated
  
- ☐ **What are the two modes of leadership?**
  1. Direct
  2. Indirect
  
- ☐ **What are the levels of leadership?**

1. Direct
2. Organizational
3. Strategic

☐ **What are the four skills a leader must have?**

1. Interpersonal
2. Conceptual
3. Technical
4. Tactical

☐ **What are the attributes a leader must have?**

1. Mental
2. Physical
3. Emotional

## Counseling

---

- ☐ **What Field Manual covers counseling?**  
FM 22-100
- ☐ **What are the three approaches to counseling?**
  1. Directive
  2. Non-directive
  3. Combined
- ☐ **What are the two categories of counseling?**
  1. Event-oriented counseling
  2. Performance / Professional growth counseling
- ☐ **What are the requirements of successful counseling?**
  - Establish communications.
  - Get the person to feel at ease.
  - Listen to the problem.
  - Don't put the person down by showing him his problem is common.
  - Develop confidence between the counselee and yourself.
- ☐ **What is the definition of counseling?**

A process of listening, communicating advice, instruction, or judgment with the intent of influencing a person's attitude or behavior.
- ☐ **How many human needs are there?**

4 (Physical, Social, Security and Higher (Religious))
- ☐ **What is tact?**

A keen sense of what to do or say in order to maintain good relations with others and to avoid offense
- ☐ **What is the objective of counseling?**

For one person to help another
- ☐ **What are the 7 steps to problem solving?**
  1. Identify the problem
  2. Identify facts and assumptions
  3. Generate alternatives
  4. Analyze alternatives
  5. Compare the alternatives
  6. Make and execute your decision
  7. Assess the results
- ☐ **What is the best way to open a counseling session?**

Clearly state the purpose of the session
- ☐ **What is communications?**

Communications is the flow or exchange of information and ideas from one person to another.
- ☐ **Faulty communications causes most problems. True or false?**

True
- ☐ **Leaders should seek to develop and improve what three leader counseling skills?**
  1. Active Listening

2. Responding
3. Questioning

☐ **To insure that they understand the message sent to them, the receiver should send what back to the transmitter?**

Feedback

☐ **What are the four qualities of an effective counselor?**

1. Respect for subordinates
2. Self-awareness and Cultural awareness
3. Empathy
4. Credibility

☐ **What form did the DA Form 4856 E Developmental Counseling Form replace?**

The DA Form 4856 General Counseling Form

☐ **In communications, your exchange of information has three important parts. What are they?**

1. Message
2. Content
3. Context

☐ **Name some good conditions that make for good discipline**

- High performance standards
- Loyalty to superiors and subordinates
- Competitive activities
- Tough training
- Open channel of communications

☐ **What course of action should a supervisor take when a subordinate has been performing below his/her usual standards?**

1. Counsel about substandard performance.
2. Attempt to define the problem with the soldier.
3. Afford opportunity and time to solve the problem.
4. Make a written statement of counseling

☐ **What are the stresses that influence behavior?**

- Fear
- Hunger
- Illness
- Anxiety
- Fatigue

☐ **By neglecting the welfare of your soldiers, you will probably do what?**

Lose their respect and loyal cooperation

☐ **What are the five steps in preparing to counsel?**

1. Advance notification.
2. Selection of a site.
3. Schedule of an appropriate time.
4. General outline.
5. Create a desired atmosphere.

☐ **What form is used for counseling?**

DA Form 4856 E

☐ **When is the directive approach in counseling most likely to be used?**

When time is short, when the LEADER knows what to do, when the counseled soldier has limited problem-solving abilities.

☐ **Is it a requirement that a leader counsel his/her subordinates?**

Yes. A leader who neglects to counsel his subordinates is negligent in his performance of duty

☐ **Is performance counseling limited to bad performance?**

No. Counseling may also be for good performance

## NCO Duties, Responsibilities and Authority

---

- ☐ **What FM covers the duties, responsibilities and authorities of a NCO?**  
FM 7-22.7.
- ☐ **What is Responsibility?**  
Responsibility is to be accountable or liable for the outcome of an action.
- ☐ **What does Individual Responsibility make a soldier accountable for?**  
Individual Responsibilities include personal actions, equipment and conduct.
- ☐ **What is Command Authority?**  
Command Authority is exercised when a member of the Army is assigned to or assumes a position requiring the direct control of other members of the Army.
- ☐ **What are the two most important responsibilities of a leader?**  
Mission accomplishment and the welfare of the soldiers.
- ☐ **What is the difference between a duty and a responsibility?**  
Responsibility is being accountable for what you do.
- ☐ **What does Command Responsibility make a soldier accountable for?**  
Command Responsibility refers to collective or organizational accountability of a commander of a unit. Each soldier's actions affect the unit's overall and collective accountability for tasks.
- ☐ **Where would a soldier find a noncommissioned officer's role in reference to the chain of command?**  
AR 600-20, chapter 3.
- ☐ **The authority of command that one individual exercises over others is acquired as a result of what?**  
Grade and assignment.
- ☐ **What is a NCO's principle duty and responsibility?**  
Training.
- ☐ **Name some basic responsibilities of a NCO?**
  - Maintaining discipline
  - Maintaining government property
  - Training soldiers
  - Ensuring the welfare of the soldiers
  - Executing the mission
- ☐ **What is authority?**  
Authority is the legitimate power of a leader to direct those subordinates to him or to take action within the scope of his position.
- ☐ **Every soldier has two responsibilities. What are they?**
  1. Individual responsibilities
  2. Command responsibilities.
- ☐ **What is power?**  
Power is the ability, either physical, mental or moral to have a positive control over the actions of others.

☐ **What are the five types of power?**

1. Legal
2. Reward
3. Coercive
4. Referent
5. Expert.

☐ **What is legal power?**

The power derived from law and regulation.

☐ **What is reward power?**

The power derived from the capacity of the leader to provide desired rewards to a soldier for good performance.

☐ **What is coercive power?**

The power which influences a person to perform or behave in a manner contrary to how that person desires to behave at the time.

☐ **What is referent (charismatic) power?**

The power derived from the leader's personality and is effective as a means of influencing soldiers to the extent they respect and admire the leader.

☐ **What is expert power?**

The power derived from the leader's accumulation of knowledge, skills and capabilities.

☐ **What course of action should a supervisor take when a subordinate has been performing below his/her usual standards?**

1. Counsel about substandard performance
2. Attempt to define the problem with the soldier
3. Afford opportunity and time to solve the problem
4. Make a written statement of counseling

☐ **How do you determine the amount of supervision needed to accomplish a task?**

By considering your soldiers' competence, motivation and commitment to perform the task.

☐ **To insure your soldiers understand and are carrying out the task, you should do what?**

Supervise the task.

☐ **What is general military authority?**

General military authority is extended to all members of the military to take action.

☐ **What is the difference between a duty and a task?**

Duty gives the leader and soldier a general guideline about what is expected of them.

☐ **What are the four fundamental steps in supervising subordinates in the accomplishment of a task?**

1. Assign the task
2. Set standards
3. Check progress
4. Determine if standards have been met (follow-up)

☐ **What is supervision?**

Keeping a grasp of the situation and ensuring that plans and policies are being followed; the art of checking without undue harassment.

☐ **What are the three different types of duties?**

1. Specified
2. Directed
3. Implied duties

☐ **What is a specified duty?**

Specified duties are those, which an individual is charged in Army Regulations, General Orders, the UCMJ, and other publications. Specified duties are position-related and are spelled out in such publications as the soldier's manual, ARTEP, and MOS job descriptions.

☐ **What is a directed duty?**

Directed duties are those duties given verbally or in writing by a superior, which are not normally part of the job position or MOS. (Example: SOPs, Policy letters).

☐ **What is an implied duty?**

Implied duties, in many cases support the accomplishment of the specified duties, but in other situations they may not be related to the MOS job position.



## NCO History

---

☐ **How many SMA have there been?**

13.

☐ **Name the past five Sergeant Majors of the Army:**

- Sergeant Major of the Army Kenneth O. Preston
- Former Sergeant Major of the Army Jack L. Tilley
- Former Sergeant Major of the Army Robert E. Hall
- Former Sergeant Major of the Army Gene C. McKinney
- Former Sergeant Major of the Army Richard A. Kidd

☐ **The history of the Noncommissioned Officer began in what year with the birth of the Continental Army?**

1775.

☐ **Who wrote the "Regulations for the Order and Discipline of the Troops of the United States", also commonly called the "Blue Book" and thus standardized NCO duties and responsibilities in 1778?**

Inspector General Friedrich von Steuben

☐ **During the year 1778, what were the NCO ranks during that period?**

- Corporals
- Sergeants
- First Sergeants
- Quartermaster Sergeants
- Sergeants Major

☐ **Three NCOs received special recognition for acts of heroism during the American Revolution. Each received the Badge of Military Merit, a purple heart with a floral border and the word "merit" inscribed across the center. In practice this award was the precursor to the Medal of Honor introduced during the Civil War. What were their names?**

- Sergeant Elijah Churchill
- Sergeant William Brown
- Sergeant Daniel Bissell

☐ **During what year did the War Department make the first reference to noncommissioned officer chevrons?**

1821.

☐ **What publication published in 1829 provided instructions for training of noncommissioned officers?**

The Abstract of Infantry Tactics

☐ **The 417 page unofficial publication called the Noncommissioned Officers Manual, was published in what year?**

1909.

☐ **During what year did the symbol of NCO rank, the chevron, rotate to what we would today call point up and become smaller in size?**

1902.

☐ **During the period of World War 1, the First Sergeants often carried a book in their pockets that contained administrative files. This book, which today may be known as a "leaders book" contained the names of everyone in the company and their professional history (AWOLs, Work**

**Habits, Promotions, etc.). This book was passed from First Sergeant to First Sergeant, staying within the company and providing the unit historical information. What was this book called?**  
A Black Book.

☐ **During what year did the AR 350-90 establish army-wide standards for NCO Academies?**  
1957.

☐ **In 1958 the Army added two grades to the NCO Ranks, these pay grades would "provide for a better delineation of responsibilities in the enlisted structure". What were the two new pay grades?**  
E8 and E9.

☐ **Who was the first Sergeant Major of the Army?**  
Sergeant Major Willion O. Wooldridge.

☐ **What year was the Sergeant Major of the Army Established?**  
1966.

☐ **The Sergeants Major Course began in what year?**  
1973 (January).

☐ **During what year did PLDC first become a mandatory prerequisite for promotion to Staff Sergeant?**  
1986.

## NCOER

---

☐ **What AR covers NCOERs?**

AR 623-205

☐ **What is an NCOER?**

A written report providing the individual soldier formal recognition for performance and personal traits and a basis for counseling by rating officials or career development.

☐ **Does the change to the NCOER to add the Army Knowledge Online email addresses pertain to just the Rated NCO's AKO email address?**

No, it also pertains to all Rating Official's AKO email addresses

☐ **How many types of NCOERs are there?**

There are 7;

1. Annual
2. Change of Rater
3. Relief for Cause
4. Complete the Record
5. 60 Day Rater Option
6. 60 Day Senior Rater Option
7. Temporary Duty, Special Duty or Compassionate Reassignment

☐ **What is the minimum period of time for rater qualification?**

3 Rated Months

☐ **What is the minimum period of time for senior rater qualifications?**

2 months

☐ **When will a member of an allied force meet senior rater qualifications?**

Never

☐ **What form is used for the NCO Counseling/Checklist Record?**

DA Form 2166-8-1

☐ **What are some of the uses of an NCOER?**

Used as support for personnel actions like promotions, school selection, assignment, MOS classification, CMF designation and qualitative management.

☐ **What is a rating scheme? (AR 623-205, p.82)**

A rating scheme is the published rating chain of the NCO's rating officials (rater, senior rater, and reviewer).

☐ **What forms are used for the NCOER?**

- DA 2166-8-1, NCO Counseling Checklist/Record
- DA 2166-8, NCO Evaluation Report.

☐ **What is the minimum time period before the initial counseling must be done?**

30 days

☐ **Where should the rating scheme be posted?**

In the company or section in a place visible and readily available for everyone.

☐ **What is the time period for submitting an appeal to a NCOER?**

Within 5 years

☐ **Who is responsible for obtaining the rated NCOs signature?**  
Senior rater

☐ **Are NCOERs required for POWs?**  
No

☐ **What are the parts of the NCOER?**  
Part I. Administrative Data  
Part II. Authentication  
Part III. Duty Description  
Part IV. Values/ NCO Responsibilities  
Part V. Overall Performance and Potential.

☐ **What is the minimum period of time for the reviewer?**  
None, there is no minimum time required

☐ **Are handwritten comments allowed on the NCOER?**  
No

☐ **Rating an NCO's fears, inner feelings, enthusiasm, and overall confidence falls into which Values/NCO Responsibility block?**  
Physical Fitness/Military Bearing

☐ **In the non-rated months block, what does the code "Q" represent?**  
Lack of rater qualifications

☐ **Who receives an NCOER?**  
E-5's and above in the Army, Army National Guard, and the Army Reserve.

☐ **If an annual report does not meet the 90-day minimum rating period and rater qualifications, what happens?**  
The report period will be extended until the minimum requirements are met

☐ **What annotation will be made on the NCOER for a NCO's performance as a member of a Court Martial?**  
None

☐ **If you attended a military school for 2 months, what would your non-rated code be?**  
S

☐ **If an NCO attended a service school for 90 calendar days or more what must be done by your parent command?**  
Change of rater report for the NCO and the rated NCO's subordinates

☐ **What NCOER is used upon the removal of an NCO from a ratable assignment based on the decision by a member of the NCO's chain of command?**  
Relief-for-cause

☐ **15 non-rated days constitutes how many non-rated months?**  
None

## Promotions and Reductions

---

- ☐ **What regulation prescribes the policy and procedures governing enlisted promotions and reductions?**

AR 600-8-19, Enlisted Promotions and Reductions

- ☐ **What should you look for when recommending an individual for promotion?**

Overall performance, attitude, leadership ability, and development potential.

- ☐ **What is meant by "inefficiency"?**

A demonstration of characteristics that shows that a person cannot perform duties and responsibilities of the grade and MOS.

- ☐ **What must be done for soldiers (SGT and below) who meet advancement or promotion eligibility, without waiver, but are not recommended for promotion?**

The soldier should be counseled. This counseling should be directed towards those areas in which the soldier needs to improve in order to qualify for the next higher grade.

- ☐ **What is the purpose of the secondary zone?**

The secondary zone (SZ) provides incentives to those who strive for excellence and whose accomplishments demonstrated capacity for leadership, and marked potential warrant promotion ahead of their peers.

- ☐ **Name five reasons that a soldier may be administratively reduced.**

1. Erroneous enlistment grade
2. Misconduct
3. Inefficiency
4. Approve for discharge from service Under Other Than Honorable conditions
5. Failure to complete training (I.e., OCS, Flight School)

- ☐ **What are the three different ways that a soldier may be reduced for misconduct?**

1. By Article 15
2. By Court Martial
3. Conviction by a civil court

- ☐ **What are the normal TIS and TIG requirements for promotion to PFC?**

- TIS: 12 months
- TIG: 4 months

- ☐ **What are the normal TIS and TIG requirements for promotion to SPC?**

- TIS: 24 months
- TIG: 4 months

- ☐ **What are the objectives of the Army promotion system?**

- Fill requirements with the best-qualified soldiers
- Provide an equitable and just system that will objectively consider all qualified soldiers
- Recognize the best qualified soldier and thereby attract and retain the highest caliber soldier for a career in the Army

- ☐ **What is the maximum number of waivers that may be requested when recommending a soldier for promotion?**

Two

- ☐ **Who has the authority to administratively reduce soldiers in the grades E-2 through E-9?**

- E4 and below: Company Commander or higher

- E5 - E6: Battalion Commander (O-5 or higher)
- E7 - E9: Brigade Commander (O-6 or higher)

☐ **What are the three levels of promotion?**

1. Unit level
2. Semi-centralized
3. DA centralized

☐ **Promotion to SGT/SSG represents what level of promotion?**

Semi-centralized

☐ **An administrative reevaluation may be requested at any time for soldiers who believe they have increased their latest promotion score by \_\_\_ or more points.**

20

☐ **How many "zones" are there for promotion to SGT and SSG?**

Two;

1. Primary zone (PZ)
2. Secondary zone (SZ)

☐ **In the event that you have 20 or more points to add, when are you eligible for promotion using the new points?**

On the first day of the third month following the date your request for reevaluation was received at the PSC.

☐ **What are the TIS and TIG requirements for promotion to SGT?**

- Time in service: 36 months (PZ); 18 months (SZ)
- Time in grade: 8 months (PZ); 4 months (SZ)

☐ **What are the TIS and TIG requirements for promotion to SSG?**

- Time in service: 84 months (PZ); 48 months (SZ)
- Time in grade: 10 months (PZ); 5 months (SZ)

☐ **Who has the authority to promote soldiers in the grades E2 through E9?**

- E4 and below: Unit Commander
- E5 - E6: Battalion Commander (O-5 or higher)
- E7 - E9: The commanders of an Army Command (ARCOM)/General Officer Command (GOCOM)/Reserve Support Command (RSC), and a Commanding General of a command outside the OCONUS.

☐ **What is a "total" reevaluation?**

A total reevaluation includes the entire process - from the commander's recommendation to the promotion board and administrative points.

☐ **What is the time requirement for board appearance for both the SGT and SSG board as of the first day of the board month? (AR 600-8-19, Table 3-3)**

- SGT Board "Primary Zone" - 34 months TIS and 6 months TIMIG.
- SGT Board "Secondary Zone" - 16 months TIS and 4 months TIMIG.
- SSG Board "Primary Zone" - 82 months TIS and 8 months TIMIG.
- SSG Board "Secondary Zone" - 46 months TIS and 5 months TIMIG.

☐ **When may a soldier request a total reevaluation?**

6 months after the latest board appearance, reevaluation or recomputation

☐ **When is a soldier promoted to PV2?**

When they complete 6 months of active Federal Service, unless the commander stops it.

- ☐ **What are the two types of promotion point reevaluations?**  
Administrative and total
- ☐ **What is the composition of a promotion board?**  
There must be at least three voting members and a recorder without a vote.
- ☐ **What are the three types of promotion point worksheets?**
  1. Initial
  2. Reevaluation
  3. Recomputation.
- ☐ **What is the NCOES requirement for promotion to SGM? SFC? SSG? SGT?**
  - SGM: Must be a graduate of ANCOC
  - SFC: Must be a graduate of BNCOC
  - SSG: Must be a graduate of PLDC
  - SGT: Must be a graduate of None
- ☐ **Who sits on a promotion board?**  
The board may be comprised of all officers, all noncommissioned officers or mixed. In all cases, members must be senior in grade to those being considered for promotion.
- ☐ **What is DA Form 3355?**  
DA Form 3355 is the promotion point worksheet, which must be completed when appearing before promotion boards, re-computation or reevaluating promotion points.
- ☐ **Soldiers are required to have their promotion points recomputed at least how often?**  
Once per year.
- ☐ **Who is the president of the promotion board?**  
The senior member of the board.
- ☐ **When should soldiers be recommended for promotion?**  
Only after they develop the skills and abilities necessary to perform the duties and responsibilities of the next higher grade.
- ☐ **What is the maximum number of points possible on the Promotion Point Worksheet (DA Form 3355)?**  
800 points

## Leaves and Passes

---

- ☐ **What Army Regulation covers leaves and passes?**  
AR 600-8-10
- ☐ **Can a three day pass be given during the normal duty week such as Tuesday through and Thursday?**  
Yes
- ☐ **What is the difference between an accrued leave and an advanced leave?**  
Accrued leave is a leave earned and advanced leave is granted prior to actual accrual of leave time
- ☐ **What is a DA Form 31**  
Request and authority for leave (A Leave Form)
- ☐ **Is a pass a right or a privilege?**  
A pass is a individuals privilege (not a right) awarded to deserving soldiers by their commanders
- ☐ **What is the Form DA Form 4179R?**  
Leave Control Log
- ☐ **What does the term "terminal leave" mean?**  
Leave in conjunction with termination of service
- ☐ **How many days are soldiers allowed to take leave after pregnancy and childbirth?**  
42 Days
- ☐ **In reference to the above question: If a soldier voluntarily decides to return to work after less than 42 days of leave, what must happen?**  
A physician must approve
- ☐ **What is the difference between an annual (ordinary) leave and a convalescent leave?**  
An annual is charged against a Soldier's leave account and a convalescent leave is not, because it is part of the treatment prescribed.
- ☐ **Can a pass be taken in conjunction with a leave?**  
No
- ☐ **Is administrative absence chargeable as leave?**  
No
- ☐ **What is the maximum number of days which may be taken for a "Reenlistment Leave?"**  
90 days, provided advance leave does exceed 30 days
- ☐ **When is, or for what reason is, an administrative absence authorized?**  
To attend or participate in activities of semi-official nature to the benefit of the Department of the Army (DA)
- ☐ **Can a four day pass be obtained during the week such as Monday through Thursday?**  
No. A four day pass must include two non-duty days
- ☐ **When is emergency leave authorized?**  
Emergency leave is granted to soldiers for an emergency within his immediate family



☐ **Is emergency leave a nonchargeable leave?**

No, emergency leave is a chargeable leave granted for a personal or family emergency requiring the soldier's presence.

☐ **Who pays for emergency leave air transportation?**

The soldier's commander pays IAW Army budget procedures.

☐ **Is emergency leave transportation authorized to the soldier's emergency location?**

No, emergency leave is authorized to the first Aerial Port of Debarkation (APOD) closest to the emergency location

☐ **Who is the approval authority for PTDY?**

The installation or equivalent commander is the approval authority for PTDY

☐ **Is a Soldier authorized PTDY under the Transitional Assistance Program at Permanent Change of Station (PCS)?**

No, soldiers being reassigned because of PCS are authorized 10 days PTDY (IAW AR 600-8-10, Chapter 5, paragraph 5-32f.)

☐ **Can PTDY be taken in combination with ordinary leave?**

No, soldiers may not use PTDY in combination with ordinary leave. The soldier must complete a duty day between the two periods of leave.

## Military Justice

---

- ☐ **What AR covers military justice?**  
AR 27-10
- ☐ **Does a person have to accept an article 15?**  
No, he or she has the right to demand a trial by court martial
- ☐ **What kind of extra duty is an NCO given by an article 15?**  
Supervisory duty only
- ☐ **What is the UCMJ?**  
Uniform Code of Military Justice (the statute that prescribes criminal law for soldiers)
- ☐ **How many articles are there in the UCMJ?**  
There are 146 Articles in the UCMJ. There are also sub-articles which total 12, nested within the UCMJ such as the following example: Article 106 deals with "Spies", but Article 106a Deals with "Espionage". It would be more accurate to state a total of 158 Articles in the UCMJ (The 146 Articles + 12 Sub-articles = 158)
- ☐ **When was the UCMJ enacted?**  
1950, congress enacted the UCMJ, which was based upon and replaced the Articles of War, which had been around in various forms since 1775
- ☐ **What is a Field Grade Article 15?**  
An article 15 imposed by an O4 or above
- ☐ **Who may impose an article 15?**  
Any commanding officer, including a warrant officer exercising command
- ☐ **What does the UCMJ establish?**  
It declares what conduct is a crime, establishes the various types of courts and sets forth the basic procedures to be followed in the administration of military justice.
- ☐ **What are the three classifications of article 15s?**
  1. Summarized
  2. Company grade
  3. Field grade
- ☐ **What form is used to record Summarized Article 15 proceedings?**  
DA Form 2627-1
- ☐ **What are articles 77 through 134 of the UCMJ known as?**  
Punitive Articles
- ☐ **What are 3 types of Court martial?**
  1. Summary
  2. Special
  3. General
- ☐ **What are the maximum punishments that company commanders may impose?**
  - 14 Days extra duty
  - 14 Days restriction
  - 7 Days correctional custody (E3 and below)
  - 7 Days forfeiture of pay

- 1 Grade Reduction for E4 and below
- Oral or written letter of reprimand

☐ **Who is the highest military court?**  
The court of military appeals

☐ **Under what article is Non-judicial punishment imposed?**  
Article 15

☐ **Who makes up the court of military appeals?**

The Court was originally composed of three civilian judges appointed by the President of the United States for a normal term of 15 years and confirmed by the Senate of the United States. However, effective October 1, 1990, Congress increased the membership on this Federal Court to five civilian judges, maintaining the original appointment and confirmation process. Except for ceremonial sessions and special hearing sessions held in various sections of the United States, the Court sits only in Washington, D.C.

☐ **What is one circumstance when a soldier does not have the right to refuse an Article 15 and demand trial by court martial?**  
When aboard a ship

☐ **What rights are given to a Soldier under Article 31?**

The rights given to a Soldier under Article 31 are: the right to remain silent, the right to demand trial, and the right to an attorney

## Code of Conduct

---

- ☐ **When was the Code Of Conduct established?**  
17 august 1955 under the Eisenhower Administration
- ☐ **What Army Regulation covers the Code Of Conduct?**  
AR 350-30
- ☐ **If you were to become a prisoner of war (POW), what information would you be required to give?**
  - Name, Rank
  - Service Number
  - Date of Birth
- ☐ **Which article of the Code pertains to escape and evasion?**  
Article 3 of the COC
- ☐ **When was the COC Amended?**  
May 1988
- ☐ **How many articles are in the COC?**  
6
- ☐ **What is the first sentence Article 1?**  
"I am an American, fighting in the forces which guard my country and our way of life."
- ☐ **What should prisoners be searched for?**  
Hidden weapons and documents of intelligence value
- ☐ **Does the COC apply to soldiers held by terrorists during peacetime?**  
Yes
- ☐ **What is the main purpose of the Geneva Convention?**  
It provides rules that prisoners of war must be treated humanely. Specifically forbidden are violence to life and person, cruel treatment and torture, outrages on personal dignity (in particular, humiliating and degrading treatment)
- ☐ **Under the Geneva Convention rules, can a person worship as he pleases?**  
Yes
- ☐ **What document supports the COC?**  
Manual for Courts- Martial under Uniform Code of Military Justice
- ☐ **What does SERE stand for?**  
Survival, Evasion, Resistance, and Escape
- ☐ **What was the reason that the COC was developed?**  
To provide a mental defense for U.S. POWs to use to resist enemy POW management practices

## Geneva Convention

---

- ☐ **Which DA PAM covers the Geneva Convention?**  
DA PAM 27-1
- ☐ **What documents must POWs be allowed to keep upon capture?**  
They may keep their identity cards and personal papers.
- ☐ **What publication governs the rights and obligations for POWs under the Geneva Convention?**  
DA PAM 27-25
- ☐ **How many nations were initially represented at the first drafting of the Geneva Convention?**  
61 nations
- ☐ **There are four (4) international agreements that were written at the same time dealing with the treatment of POWs. What are they known as?**  
The Geneva Conventions for the Protection of War Victims.
- ☐ **True or False. The United States was the country where the Geneva Convention was written.**  
False. It was written in Geneva, Switzerland.
- ☐ **When did the Geneva Convention come into force for the United States?**  
February 2, 1955
- ☐ **What is the maximum non-judicial punishment that may be imposed upon a POW for minor offenses?**  
Up to 30 days confinement, extra duties and deprivation of privileges for similar periods.
- ☐ **If no POW of commissioned officer rank is present in a prisoner group, how often and by what means do prisoners choose their spokesman or representative?**  
They are chosen by secret ballot every six months.
- ☐ **How many articles govern the Geneva Convention in relation to the treatment of POWs?**  
143 articles
- ☐ **Name three (3) types of work that junior enlisted prisoners may be forced to perform as described in the Geneva Convention.**
  - Domestic services.
  - Commercial business, arts and crafts.
  - Public utility services.
  - Transport and handling of stores that are not of military reference.
  - Public works and construction
  - Industrial work connected with raw materials and manufacturing.
  - Agriculture.
  - Administration, maintenance and installation of the camp.
- ☐ **If captured, who are the only personnel that are not considered POWs?**  
All medical personnel and chaplains, who serve in or accompany the Armed Forces of the United States.
- ☐ **What is a capture card and what is it used for?**  
A post card written by a POW informing their next of kin of their whereabouts and state of health.
- ☐ **On what date, along with three (3) other international agreements were the Geneva Convention written?**

August 12, 1949

- ☐ **As a POW, what is the only information you are required to give?**  
Your name, age, rank and service number.
- ☐ **As POWs, what types of work may noncommissioned officers be required to perform?**  
Supervisory work, but they may request other kinds of duty.
- ☐ **What does the Geneva Convention recognize as the main duty of a POW?**  
To try to escape or aide others in escaping.
- ☐ **What disciplinary action will be enforced if a member of the U.S. Armed Forces deliberately violates the Geneva Convention?**  
Trial by Court-Martial under UCMJ.
- ☐ **In 1785, a treaty was drafted with the Kingdom of Prussia and is considered the first agreement concerning wartime. Who was it drafted by and for what reason?**  
It was drafted by Benjamin Franklin, John Adams and Thomas Jefferson to improve treatment of POWs.
- ☐ **Under the Geneva Convention, who is the only one that may determine whether a person is entitled to be a POW or not?**  
A "competent tribunal" of the capturing nation.
- ☐ **True or False. POWs are required to salute the enemy camp commander if he is not an officer.**  
True

## U.S. Constitution

---

☐ **State the preamble to the U.S. Constitution?**

We the people of the United States, in order to form a more perfect union, establish justice, insure domestic tranquility, provide for the common defense, promote the general welfare, and secure the blessings of liberty to ourselves and our posterity, do ordain and establish this Constitution for the United States of America.

☐ **How many articles are there in the U.S. Constitution?**

7

☐ **How many amendments are there in the U.S. Constitution?**

27

☐ **How many people signed the U.S. Constitution?**

39

☐ **When was the U.S. Constitution signed?**

17 September, 1787.

☐ **What do each of the articles of the U.S. Constitution cover?**

1. Article I – The Legislative Branch
2. Article II – The Presidency
3. Article III – The Judiciary
4. Article IV – The States
5. Article V – The Amendment Process
6. Article VI – Legal Status of the Constitution
7. Article VII. - Ratification

☐ **What year was the first amendment made?**

1791

☐ **What year was the 27<sup>th</sup> amendment made?**

1992.

☐ **What are the first 10 amendments called?**

The Bill of Rights

☐ **When was the Bill of Rights ratified?**

15 December, 1791

☐ **What are the first 10 amendments?**

Amendment 1: Freedom of religion  
Amendment 2: Right to bear Arms  
Amendment 3: No soldier should be quartered without consent of the Owner  
Amendment 4: Right against unreasonable search and seizure  
Amendment 5: Right to remain silent  
Amendment 6: Right to a speedy and public trial  
Amendment 7: Right to Trial by Jury  
Amendment 8: Concerns bails, fines and punishments  
Amendment 9: Guarantees and reserves the rights of the people  
Amendment 10: States, "The powers not delegated to the United States by the Constitution, nor prohibited by it to the States, are reserved to the States respectively, or to the people"





## Guard Duty

---

- ☐ **What are the three general orders?**
  1. I will guard everything within the limits of my post and quit my post only when properly relieved.
  2. I will obey my special orders and perform all my duties in a military manner.
  3. I will report violations of my special orders, emergencies, and anything not covered in my instructions to the Commander of the Relief.
- ☐ **What two types of orders can a guard receive?**
  1. General orders
  2. Special orders
- ☐ **What are you normally responsible for at your guard post?**

Your post and all government property in view
- ☐ **What is deadly force?**

The power to cause death or severe bodily harm
- ☐ **What specifies the time for challenging?**

The special orders
- ☐ **Who is responsible for the instruction, discipline and performance of the guards?**

The commander of the guards
- ☐ **How would you challenge people in a vehicle?**

You would challenge the same as if on foot but, make one or all of the individuals dismount the vehicle if deemed necessary.
- ☐ **What are the two words that the countersign consists of?**

Challenge and Password
- ☐ **What is the proper use of deadly force?**

Only the minimum amount of force necessary to make an apprehension
- ☐ **At what position do you hold your rifle while challenging?**

Port arms
- ☐ **What Field Manual covers Guard duty?**

FM 22-6
- ☐ **What are the two different types of guard mountings?**
  1. Formal
  2. Informal
- ☐ **What is your chain of command as a guard?**
  1. Commander of the relief,
  2. Sergeant of the guard
  3. Officer of the guard
  4. Field officer of the day
  5. Commanding officer at the level responsible for the guard mount
- ☐ **What type of guard is normally used to protect a unit in a tactical environment?**

Exterior guard
- ☐ **What is F.O.D.?**

Field Officer of the Day

- ☐ **If you sleep on duty, what could your punishment be?**  
Court Martial
- ☐ **What are three types of guard duty?**
  - 1. Interior guard
  - 2. Special guard
  - 3. Exterior guard
- ☐ **What is the normal length of time for a guard duty?**  
24 hrs
- ☐ **How long will a guard normally stay at his post?**  
2 to 4 hours
- ☐ **Who is normally in charge of establishing the special orders for guard posts?**  
The Post Commander
- ☐ **How much time normally elapses from the time that a guard is relieved to the time he is again posted at his guard post?**  
4 hours
- ☐ **How many reliefs are there normally in a guard?**  
3
- ☐ **Does a guard salute indoors?**  
Yes
- ☐ **When are guards not required to salute?**  
When their specific duty prevents it or when on a post that requires challenging
- ☐ **What are three examples of exterior guard?**
  - 1. Lookouts
  - 2. Listening posts
  - 3. Outposts
- ☐ **What are the duties of a guard?**  
He must memorize, understand, and comply with his general orders, and the special orders particular to his post.
- ☐ **What is a parole word?**  
A secret word known only to the guards, commanders of the guards and the persons authorized to inspect the guards
- ☐ **What do special orders define?**  
Exactly what a guard must do in a particular post
- ☐ **What is supernumerary?**  
An extra member of the guard who is used when needed to replace a guard or to perform special duties as prescribed by local directives.

## Customs and Courtesies

---

- ☐ **What was reveille first used for?**  
To let the sentry know to start challenging
- ☐ **Define Military Courtesy**  
The respect soldiers show to each other
- ☐ **What is the meaning of a salute to the Flag of the U.S.A.?**  
A declaration of loyalty to the U.S. and to the principles of liberty and justice
- ☐ **What is the meaning of a hand salute?**  
It is a greeting exchanged between military personnel
- ☐ **What bugle call signals the beginning of a formal review?**  
Adjutant's call
- ☐ **What is the purpose of displaying courtesy to a senior?**  
Recognition of the position he or she holds
- ☐ **Can you salute as a prisoner?**  
No, you have lost the right to salute
- ☐ **When do you salute inside a building?**
  - When reporting to your commander
  - When reporting to a pay officer
  - When reporting to a military board
  - At an indoor ceremony
  - At sentry duty indoors
- ☐ **What are some examples of when you are not required to salute?**
  - When working on a work detail
  - When actively engaged in athletics
  - On guard duty when a challenge is required
  - When imprisoned
- ☐ **What is the origin of the Salute?**  
In early roman history, persons meeting would raise their hands in the air, palm forward to show that they held no weapons and were friendly. This has evolved into the present day salute.
- ☐ **Enlisted members generally do not exchange salutes, what are some examples of when they would exchange salutes?**
  - When rendering reports in formation
  - When reporting to an enlisted president of a board
- ☐ **Who enters a vehicle first?**  
The junior enters first.... the senior leaves first
- ☐ **What is Reveille?**  
A ceremony in which the unit honors the U.S. flag when it is raised in the morning
- ☐ **What is considered the most important of all military courtesies?**  
The hand salute
- ☐ **What Army regulation covers Salutes, honors and visits of courtesy?**

AR 600-25

☐ **When an Ex President of the U.S. arrives and leaves an army installation, how many gun salute does he get?**

21 gun salute, both times

☐ **Where do you walk when walking with someone that is senior to you?**

On the senior person's left

☐ **When meeting an officer in the open, how far away should you be before rendering the hand salute?**

Approximately 6 paces when our paths will bring you close by, or within speaking distance when making eye contact.

☐ **Is an officer required to return the salute of an enlisted member?**

Yes

☐ **When would you salute while in formation?**

Only on the command "present arms"

☐ **What is the longest bugle call?**

Tattoo- 28 bars long

☐ **What should you do if the National Anthem of a foreign country is played?**

Outdoors- render the hand salute, Indoors- stand at attention

☐ **If you are standing outdoors in uniform and you hear "Retreat" being played, what should you do?**

Face toward the flag or music, and come to attention, on the first note of "to the color", render the hand salute

☐ **If indoors when the national anthem is played, what should you do?**

Face the flag or music and stand at attention, persons under arms should salute

☐ **Who exits a military vehicle first?**

The senior person, then in ascending order

☐ **Who salutes in a group of soldiers not in formation?**

The first person to see the officer should call the group to attention and everyone should salute

☐ **What is the only time that you do not remove your headgear when reporting to an officer indoors?**

When under arms

☐ **When are you considered to be under arms?**

When you are carrying a weapon in your hand, by sling or by holster

☐ **How long is the call "to the colors"**

40 seconds

☐ **How are military flags classified?**

- Colors
- Standards
- Distinguished flags
- Ensigns
- Guidons
- Pennants

- ☐ **What are the recommended components of a burial escort for an enlisted person?**
- NCOIC
  - Firing party
  - Pallbearers
  - Bugler
- ☐ **How long is Reveille?**  
20 seconds
- ☐ **Is the recipient of the Medal of Honor (Enlisted or Commissioned) entitled to a salute ?**  
Yes

## Drill and Ceremony

---

☐ **What are the three marching steps used in drill?**

1. 15in step
2. 30in step
3. 30in step, DOUBLE TIME 180 steps per minute

*(the 18in step is used when formally stacking arms, it is executed on the command of execution of ARMS in STACK ARMS.)*

☐ **What FM covers Drill and Ceremony?**

FM 3-21.5

☐ **What is a review?**

A military ceremony

☐ **What are two prescribed formations for platoons?**

1. Platoon online
2. Platoon in column

☐ **What is the primary purpose of drill and ceremony?**

It enables leaders to move an individual or a unit from one place to another in an orderly manner. It also aids in disciplinary training by instilling habits of precision and response to a leaders orders.

☐ **What are the 4 rest positions that can be given at the halt?**

1. Parade rest
2. Stand at ease
3. At ease
4. Rest

☐ **What is the primary value of ceremonies?**

To render honors, preserve tradition, and to stimulate Esprit de Corps

☐ **What is a rank?**

A line, which is only one element in depth

☐ **What foot is your leading foot?**

Your left foot

☐ **What is the only command given from "Inspection Arms"?**

"Ready, Port, Arms"

☐ **What is an element?**

An individual, squad, section, platoon, company or larger unit forming part of the next higher unit

☐ **When marching, who is the only person in a platoon that is never out of step?**

The platoon guide or leader

☐ **What is a file?**

A column, which has a front of only one element

☐ **If you were marching a squad, when would you give the command "squad halt"?**

When either foot strikes the ground

- ☐ **What is a formation?**  
The arrangement of elements of a unit in a prescribed manner
- ☐ **After weapons have been issued to a unit and all other soldiers have fallen in with their weapons, what is the next command that you should give?**  
Inspection arms
- ☐ **While passing the colors or while the colors are passing you, when is the hand salute rendered?**  
Six paces before and six paces after
- ☐ **What is quicktime cadence?**  
120 steps per minute
- ☐ **What is doubletime cadence?**  
180 steps per minute
- ☐ **What command is given to reverse the direction of a march?**  
Rear March
- ☐ **From what position are all stationary movements given?**  
Position of attention
- ☐ **On what foot would you give the command "Mark time march"?**  
On either foot
- ☐ **What is cover?**  
Aligning yourself directly behind the man to your immediate front, while maintaining correct distance
- ☐ **How do you measure a "step"?**  
Heel to heel
- ☐ **What is depth?**  
The space from front to rear of a formation including front and rear elements
- ☐ **What is the interval between the preparatory command and the command of execution?**  
1 step or 1 count
- ☐ **What are the two parts of most drill command?**
  1. Preparatory command
  2. Command of execution
- ☐ **How many steps does each rank take when a platoon is given the command of Open Ranks?**  
On the command "March", The first rank takes two steps forward, the second rank takes one step forward, the third rank stands fast and the fourth rank take two 15 inch steps to the rear
- ☐ **What are the 5 types of commands in a drill?**
  1. Two part
  2. Combined
  3. Supplementing
  4. Directive
  5. Mass
- ☐ **What position is the unit guidon once a preparatory command is given?**  
The raised vertical position

- ☐ **What are some examples of a combined command?**
  - At ease
  - Fall in
  - Rest
- ☐ **Who determines when reveille will be played in the morning?**

The installation commander
- ☐ **Define Cadence**

A uniform step and rhythm used in marching
- ☐ **When is the command Right Turn or Left Turn March used?**

When marching elements of more than 4 columns abreast
- ☐ **What is an interval?**

The lateral space between elements in a formation
- ☐ **What command is given to revoke a preparatory command?**

As You Were
- ☐ **Who is responsible for training and appearance of the color guard?**

The CSM
- ☐ **What is a Guidon?**

A flag that identifies a company, troop or battery
- ☐ **When executing a Rear March, on which foot do you pivot?**

Both feet, turning 180 degrees to the right
- ☐ **What are the three methods used to teach Drill?**
  1. Step by step
  2. By the numbers
  3. Talk-through method
- ☐ **What 4 movements in marching require a 15-inch step?**
  1. Half step
  2. Left step
  3. Right step
  4. Backward march
- ☐ **How many steps should separate platoons when a company is formed?**

5 steps
- ☐ **Does the National color ever render a salute?**

No
- ☐ **What is the only command that can be given from Inspection Arms, when performing drill with the M16?**

Ready, Port Arms
- ☐ **What is the "Blue Book"?**

A drill manual used by Baron Von Steuben (a former Prussian officer) to train the colonial army. It preceded the FM 3-21.5. It was known as "The regulations for the Order and Discipline of the Troops of the United States". This book was the first Army Field Manual
- ☐ **Can a command be changed after the command of execution has been given?**

No



- ☐ **How far in front of the Honor Company or color company do the colors halt?**  
Ten steps

## Flags

---

- ☐ **On post, where is building number 1 located?**  
At the base of the flag pole
- ☐ **Name the types of military flags**
  - Colors, standards
  - Distinguished flags
  - Ensigns
  - Guidons
  - Pennants
- ☐ **How is the flag flown on Memorial Day?**  
At half-mast till noon, then from noon until retreat sounds, it is at full staff
- ☐ **When the flag is flown at night, what must be done?**  
It must be illuminated
- ☐ **What date was the Army flag dedicated?**  
14 June 1956 (it was approved 12 June 1956)
- ☐ **When a President or Past President dies, how long is the flag flown at half-mast?**  
30 days
- ☐ **How is the flag draped over the casket?**  
So the stars are over the left shoulder
- ☐ **How many stripes does the American flag have?**  
13 stripes (7 red and 6 white)
- ☐ **What is the difference between the National Colors and the National Flag?**  
The National Colors is trimmed on 3 sides with golden yellow fringe
- ☐ **What do the colors on the flag represent?**
  - Red-Hardiness and Valor
  - White-Purity and Innocence
  - Blue- Vigilance, Preservation and Justice
- ☐ **When Military personnel die, the flag is presented to the beneficiary, who provides the flag?**  
The postmaster general
- ☐ **When the national flag is worn out, how is it disposed of?**  
The section of the flag with the stars is cut from the flag and then both pieces are burned together
- ☐ **What are the 2 ways that the flag can be displayed?**
  1. Flat
  2. Hanging free
- ☐ **Who is traditionally responsible for the safeguarding, care and display of the unit's colors?**  
The Command Sergeant Major
- ☐ **How is the American flag raised to the half-staff position?**  
It is first raised all the way to the top of the staff for an instant, then lowered to half staff

- ☐ **If a flag is in the half-staff position, how is it lowered?**  
It is first raised to the top of the staff for a brief moment, and then it is lowered.
- ☐ **What is a pennant?**  
A triangular flag used for various military purposes
- ☐ **When folded, what is the shape of the American flag?**  
The shape like that of a cocked hat
- ☐ **What does the Hoist and Fly of a flag mean?**  
The Hoist is the width of a flag (vertical edge measured from top to bottom); the Fly is the length of the flag (horizontal edge, measured from left to right)
- ☐ **What Army Regulation governs the raising and the lowering of the Flag?**  
AR 600-25 and AR 840-10
- ☐ **What are the two bugle calls played at Retreat?**  
"Retreat" and "To The Color"
- ☐ **What does Retreat mean?**  
Retiring the colors from the day's activities
- ☐ **What are some places that the flag is flown 24 hours a day by specific legal authority as of January 1966?**
  - US Capitol in Washington, DC
  - Fort McHenry National Monument, Flag House Square in Baltimore, MD
  - Francis Scott Keys Grave
  - The World War Memorial in Worcester, Massachusetts
- ☐ **Are the colors ever dipped as a salute or compliment?**  
Never on land, only at sea when 2 friendly ships of war meet
- ☐ **Name the 3 types of flags normally flown and their sizes**
  - Storm- 5ft x 9 and 1/2 ft
  - Post- 8ft 11 3/8 inches x 17 ft
  - Garrison- 20 ft x 38 ft
- ☐ **What are the 5 basic US flags used by the Army?**
  - Garrison
  - Post
  - Field
  - Storm
  - Interment
- ☐ **When a new state enters the Union, when is the star added to the flag?**  
The following 4th of July
- ☐ **How long is reveille played?**  
20 seconds
- ☐ **How many National colors can be present during a review, parade, or honor guard ceremony?**  
1
- ☐ **What is the height of a flagpole?**  
50, 60, or 75 ft



## Battle Focused Training

---

- ☐ **What is the number one principle of peacetime training?**  
Replicate battlefield conditions
- ☐ **Primarily, there are three methods used to present training. What are they?**
  1. Lecture
  2. Conference
  3. Demonstration
- ☐ **What does effective training require?**  
Effective training requires the personal time, energy, and guidance of commanders.
- ☐ **What is the Army training standard?**  
The standard for the Army is to train and maintain to the published standards in Technical Manuals (TMs) -10 and -20.
- ☐ **When does the greatest combat power result?**  
The greatest combat power results when leaders synchronize combat support (CS) and combat service support (CSS) systems to compliment and reinforce one another.
- ☐ **Once soldiers and units have trained to the standard, how do they maintain proficiency?**  
They maintain proficiency through sustainment training.
- ☐ **Which FM covers Battle Focused Training?**  
FM 7-1.
- ☐ **How do commanders determine their units' METLs?**  
Commanders determine their units' METLs based on war and external directives.
- ☐ **What do leaders use to assess soldier, leader, and unit proficiency?**  
Leaders use evaluations and other feedback to assess soldier, leader, and unit proficiency.
- ☐ **How should units train during peacetime?**  
Units should train in peacetime, as they will fight during war. Peacetime training must replicate battlefield conditions. All training is based on this principle.
- ☐ **The evaluation of collective training is critical to assessing what?**  
The evaluation of collective training is critical to assessing a unit's capability to perform its METL tasks.
- ☐ **What is a Battle Roster?**  
Listing of individuals, crews, or elements that reflects capabilities, proficiencies of critical tasks, and other information concerning war-fighting capabilities.
- ☐ **What is a TEWT and where is it conducted?**  
Tactical Exercise Without Troops. The TEWT is conducted on actual terrain with unit leaders and staffs, without soldiers. A TEWT allows the battalion TF or company commander to train his staff and subordinate leaders.
- ☐ **What must soldiers, leaders, and units be proficient in to perform their missions under battlefield conditions?**  
Soldiers, leaders, and units must be proficient in the basic skills required to perform their missions under battlefield conditions.

- ☐ **What is the FCX (Fire Coordination Exercise)?**  
The FCX is used to train the combined arms team chain of command and related fire control elements to rapidly synchronize fires on the battlefield.
- ☐ **What does the gathering of this information help identify?**  
This information helps to identify a strategy to improve or sustain training proficiency.
- ☐ **Where may the CPX (Command Post Exercise) be conducted?**  
The CPX may be conducted in garrison or in the field. It requires the establishment of the command post.
- ☐ **Should all maintenance be on the unit's training schedule?**  
Yes
- ☐ **What are the ten principles of training?**
  1. Commanders are responsible for training
  2. NCOs train individuals, crews, and small teams.
  3. Train as a combined arms and joint team.
  4. Train for combat proficiency
    - Realistic conditions
    - Performance-oriented
  5. Train to standard using appropriate doctrine
  6. Train to adapt
  7. Train to maintain and sustain
  8. Train using multi-echelon techniques
  9. Train to sustain proficiency
  10. Train and develop leaders.
- ☐ **What are STXs (Situational Training Exercise)?**  
STXs are mission-related, limited exercises designed to train one collective task, or a group of related tasks and drills, through practice.
- ☐ **What drives the M.E.T.L. development process?**  
Battle focus
- ☐ **What is the AAR?**  
The AAR is a structured review process that allows training participants to discover for themselves what happened, why it happened, and how it can be done better.
- ☐ **Where does the CFX (Command Field Exercise) lay?**  
The CFX lies on a scale between the CPX and the FTX.
- ☐ **What is the next step for the battalion commander once the METL is developed?**  
Once the METL is developed, the battalion commander briefs his next higher wartime commander who approves the METL
- ☐ **What is a battle drill?**  
A battle drill is a collective action rapidly executed without applying a deliberate decision-making process
- ☐ **Who do AC commanders brief the QTB to?**  
AC commanders brief the QTB to the commander's two levels above.
- ☐ **What is the LCX (Logistical Coordination Exercise)?**  
LCXs allow leaders to become proficient at conducting unit sustainment operations such as supply, transportation, medical, personnel replacement, maintenance, and graves registration.

- ☐ **How can commanders insure that training is effective?**  
They must personally observe and assess training at all echelons
- ☐ **What may NCOs use in assessing squad, crew, and soldier proficiency?**  
NCOs may use a leader book in assessing squad, crew, and soldier proficiency.
- ☐ **What does battle focus drive?**  
Battle focus drives METL development allowing the commander to narrow the scope of his training challenge to make it manageable.
- ☐ **What two things does sustainment training do?**
  1. Trains on tasks, which build on skills mastered by the soldier, leader, and units.
  2. Uses opportunity training to constantly hone proficiency on known tasks.
- ☐ **When are FTXs (Field Training Exercise) conducted?**  
FTXs are conducted under simulated combat conditions in the field.
- ☐ **For noncommissioned officers, who are the key players in the reception and integration phase?**  
For noncommissioned officers, the CSM and 1SG are key players in the reception and integration phase
- ☐ **The CSM and key NCOs review and refine the supporting tasks for two things in each unit. Name those two things.**
  1. Each skill level in every MOS within the unit
  2. CTT
- ☐ **What type of training excites and motivates soldiers and leaders?**  
Training that is tough, realistic, and mentally and physically challenging.
- ☐ **What does the combat training center program provide?**  
The combat training center program provides the most realistic environment available for corps and subordinate units during peacetime.
- ☐ **Why is it particularly important to train and monitor low-density MOS soldiers?**  
Sometimes their hours are different and they get lost in the shuffle and therefore remain untrained if not monitored and included in training
- ☐ **The unit leader development program consists of what three phases?**
  1. Reception and integration
  2. Basic skills development
  3. Advanced development and sustainment.
- ☐ **Training schedules are developed at what level and approved by whom?**  
Developed at company level and approved by the battalion commander
- ☐ **Name the four elements of TADSS.**
  1. Training aids
  2. Devices
  3. Simulators
  4. Simulations.
- ☐ **What does near-term planning define?**  
Near-term planning defines specific actions required to execute the short-range plans. It is the final phase of planning prior to the execution of training.

- ☐ **What four skills does challenging training build?**
  1. Builds competence and confidence by developing new skills.
  2. Instills loyalty and dedication.
  3. Inspires excellence by fostering initiative, enthusiasm, and eagerness to learn.
  4. Builds aggressive, well-trained soldiers.
- ☐ **What begins the training planning process?**

Assessment
- ☐ **What does the basic skills development phase ensure?**

The basic skills development phase ensures that the new leader attains a minimum acceptable level of proficiency in the critical tasks necessary to perform his mission.
- ☐ **What are training aids?**

Training aids are items that assist in the conduct of training and the process of learning.
- ☐ **In the military structure, what is the lowest level that has battle tasks?**

Battalion level
- ☐ **What does the company commander do after he develops the METL?**

He briefs the battalion commander
- ☐ **What do principles of training provide?**

The principles provide direction, but are sufficiently flexible to accommodate local conditions and the judgment of commanders and other leaders
- ☐ **What does the advanced development and sustainment phase involve?**

The advanced development and sustainment phase involves sustaining those tasks already mastered and developing proficiency in new tasks.
- ☐ **What is multi-echelon training?**

Multi-echelon training is the simultaneous training of more than one echelon on different tasks.
- ☐ **At battalion level, how does long-range planning start?**

At battalion level, long-range planning starts with unit assessment and is the basis for the long-range training calendar.
- ☐ **What unit is the lowest level to have a METL?**

The company.
- ☐ **What is a low density MOS?**

A MOS within an organization or unit that is required but applies to a very small amount of soldiers
- ☐ **What is long-range planning based on?**

Long-range planning is based on unit assessment.
- ☐ **Give some examples of training aids.**
  - Visual modification (VISMOD) sets; for example, BRDM-2 mock-up.
  - Graphic training aids (GTAs); for example-
  - GTA 10-2-2, Fuel System Supply Point
  - GTA 6-5-2, Fire Direction Kit
  - GTA 3-6-3, NBC Warning and Reporting System
  - Models; for example, inert munitions.
  - Displays; for example, 35-millimeter slides on training topics.
  - Books; for example, documentation on training aids.
  - Pictures to support briefings and presentations.



- Magnetic media; for example, training films.
- ☐ **Why must the entire METL development process be understood by NCOs?**  
So that NCOs can integrate soldier tasks
- ☐ **What do leaders list in the leader book?**  
Leaders list in the leader book the common tasks found in the Soldier's Manual of Common Tasks that support the METL.
- ☐ **Are training meetings negotiable at battalion and company level?**  
No. Training meetings are non-negotiable at battalion and company level.
- ☐ **What is a crew drill?**  
A crew drill is a collective action that the crew of a weapon or piece of equipment must perform to use the weapon or equipment
- ☐ **A leader may use information in the leader book to provide what?**  
A leader may use information in the leader book to provide input on his unit during daily "huddles" and company training meetings.
- ☐ **What is risk assessment?**  
Risk assessment is the thought process of making operations safer without compromising the mission.
- ☐ **What is band of excellence?**  
The range of proficiency within which a unit is capable of executing its wartime METL tasks
- ☐ **Commanders select a particular training exercise or combination of exercises based on what?**  
Commander select a particular training exercise or combination of exercises based on specific training objectives and on available resources.
- ☐ **Do soldiers have a legal responsibility to attend scheduled training?**  
Yes
- ☐ **What are training devices?**  
Training devices are three-dimensional objects that improve training.
- ☐ **What needs to be identified at the appropriate level to support the accomplishment of the units mission essential tasks?**  
Leader and soldier tasks must be identified.
- ☐ **What are simulators?**  
Simulators are a special category of training devices that replicate all or most of a systems functions.
- ☐ **What is the most difficult task for an AAR leader?**  
To avoid turning the discussion into a criteria or lecture
- ☐ **When selecting exercises, commanders must consider what key questions?**
  - Who will be trained (soldiers, leaders, teams, or units)?
  - What are the training objectives?
  - Which, if any, of the training exercises are most suitable to accomplish each objective?
  - What are the available resources (time, training areas, equipment, money)?
  - Which of the training exercises or combination will help meets the training objectives within the available training resources?
- ☐ **What does the battle staff consist of?**

The battle staff consists of the battalion staff and battalion slice (CS and CSS elements that are tasked-organized).

☐ **What does the MAPEX portray?**

The MAPEX portrays military situations on maps and overlays.

☐ **When are informal AARs usually conducted?**

Informal AARs are usually conducted for soldiers and crew, squad, and platoon-level training, or when resources are not available to conduct a formal review.

☐ **Give some examples of simulators.**

- Conduct-of-fire trainer (COFT); for examples, M2 BFV and M1 Abrams.
- Flight simulators.
- Weaponeer.
- Simulations networking (SIMNET).

☐ **What is the battlefield operating systems (BOS)**

A tool that the TF commander may use to organize his battle tasks is the battlefield operating systems (BOS).

☐ **What are simulations?**

Simulations provide leaders effective training alternatives when maneuver and gunnery training opportunities are limited.

☐ **What are pre-execution checks?**

Pre-execution checks are the informal planning and coordination conducted prior to training execution.

☐ **When are formal AARs usually conducted?**

Formal AARs are normally conducted at company level and above.

☐ **What is training strategy?**

The method used to attain desired levels of training proficiency on METL

☐ **What are the five basic fundamentals that commanders and leaders must use?**

1. Move
2. Shoot
3. Communicate
4. Sustain
5. Secure.

☐ **Historically speaking, more casualties occur in combat due to what?**

Accidents.

☐ **When used properly, simulations can create what?**

When used properly, simulations can create the environment and stress of battle needed for effective command and battle staff training.

☐ **Why aren't AARs critiques?**

AARs are not critiques because they do not determine success or failure.

☐ **What are two keys to success in combat?**

Night training and adverse weather training are keys to success in combat.

☐ **What is an AAR?**

An AAR is a review of training that allows soldiers, leaders, and units to discover for themselves what happened during the training and why. It is also used to solicit ideas on how the training could have been performed better.

☐ **What are post operation checks?**

Tasks a unit accomplishes at the conclusion of training.

☐ **What begins the training planning process?**

The assessment begins the training planning process.

☐ **What is lane training?**

Lane training is a technique for training primarily company team-level and smaller units on a series of selected soldier, leader, and collective tasks using specific terrain.

## Training The Force

---

- ☐ **What Army Field Manual is called "Training The Force"?**  
FM 7-0
- ☐ **What is meant by performance oriented training?**  
The soldiers learn best by hands on
- ☐ **What is the Army's number one priority?**  
Training
- ☐ **The Army Time Management System is composed of what three phases?**
  1. Green - Training focus primarily on collective tasks with individual and leader tasks integrated during multi-echelon training.
  2. Amber - Small unit, crew, leader and individual soldier training emphasized.
  3. Red - Sub-organizations take advantage of all training opportunities to conduct individual, leader, and crew training.
- ☐ **Training is \_\_\_\_\_ we do, not \_\_\_\_\_ we do.**  
What, Something
- ☐ **What is training?**  
Training is the instruction of personnel to increase their capacity to perform specific military functions and associated individual collective tasks.
- ☐ **What is the OPTEMPO of an organization?**  
The annual operating miles or hours for the major equipment system in a battalion-level or equivalent organization. Commanders use OPTEMPO to forecast and allocate funds for fuel and repair parts for training events and programs.
- ☐ **What are the types of evaluations and their differences?**
  - Informal – when a leader conducts training with his unit or when a leader visits ongoing training. This type provides real time feedback on the training environment and the proficiency resulting from training.
  - Formal – are resourced with dedicated evaluators and are generally scheduled in the long-range or short-range training plans. To the maximum extent, headquarters two echelons higher conduct formal external evaluations.
  - Internal – are planned, resourced, and conducted by the organization undergoing the evaluation.
  - External – are planned, resourced, and conducted by a headquarters at an echelon higher in the chain of command than the organization undergoing the evaluation or a headquarters outside the chain of command.
  - Any Combination of the above listed evaluation types.
- ☐ **How long is the training year for the average soldier in an RC unit?**  
It consists of 24 days of inactive duty training (IDT) and 15 days of annual training (AT); 39 days per year
- ☐ **What is a significant resource consideration in Reserve Component planning?**  
It is the allocation of available training time.
- ☐ **What does realistic training inspire?**  
It builds competence and confidence by developing and honing skills, and inspires excellence by fostering initiative, enthusiasm, and eagerness to learn.

☐ **How many days prior to the start of each quarter does the AC division provide quarterly training guidance to subordinate commands and installations?**

At least 90 days.

☐ **To accomplish their training responsibility, list three of the six things that commanders must do.**

1. Be present at training to maximum extent possible.
2. Base training on mission requirements.
3. Train to applicable army standards.
4. Assess current levels of efficiency.
5. Provide the required resources.
6. Develop and execute training plans that result in proficient individuals, leaders and units.

☐ **An AAR is not called what?**

Critique

☐ **What is the goal of combat level training?**

To achieve combat level standards

☐ **What are the three types of training plans?**

1. Long-range
2. Short-range
3. Near-term

☐ **Who is responsible for maintaining all assigned equipment in a high state of readiness in support of training or combat employment?**

Soldiers and leaders.

☐ **What does evaluation of training measure?**

It measures the demonstrated ability of soldiers, commanders, leaders, battle staffs, and units against the Army standard.

☐ **What does multiechelon training allow?**

It allows simultaneous training and evaluation on any combination of individual and collective tasks at more than one echelon. It is the most efficient and effective way to train and sustain proficiency on mission essential tasks within limited periods of training time.

☐ **What is force integration?**

It is the process of incorporating new doctrine, equipment, and force structure into an organization while simultaneously sustaining the highest possible levels of combat readiness.

☐ **What is battle focus and what does it do?**

Battle focus is a concept used to derive peacetime training requirements assigned and anticipated missions. Battle focus guides the planning, preparation, execution and assessment of each organization's training program to ensure its members train as they are going to fight.

☐ **What does realistic training require?**

It requires organizations to train the way they will fight or support within all dimensions of the battlefield/space.

☐ **What does AAR stand for and what does it provide?**

It stands for after-action review and it provides feedback for all training.

☐ **What does the term METL stand for?**

Mission Essential Task List

☐ **What are the codes used to rate task proficiency?**

- "T" = trained
- "P" = needs practice
- "U" = untrained

☐ **What are the five primary inputs to METL development?**

1. Wartime operational plans.
2. Enduring combat capabilities.
3. Operational environment.
4. Directed missions.
5. External guidance.

☐ **Who stated, "The best form of welfare for the troops is first class training, for this saves unnecessary casualties"?**

Field Marshal Erwin Rommel

☐ **What does MILES stand for?**

Multiple Integrated Laser Engagement System

☐ **In regards to preparation for training, what do pre-execution checks cover?**

Pre-execution checks are preliminary actions commanders and trainers use to identify responsibility for selecting tasks to be trained, planning the conduct of the training, training the trainers, reconnaissance of the training site, issuing the training execution plan, and conducting rehearsals along other training support tasks.

☐ **List three of the seven things that training plans will do, if they are properly developed.**

1. Maintain a consistent battle focus.
2. Be coordinated with habitually task organized supporting organizations.
3. Focus on the correct time horizon.
4. Be concerned with future proficiency.
5. Incorporate risk management into all training plans.
6. Establish organizational stability.
7. Make the most efficient use of resources.

☐ **What are the four parts that the AAR consists of?**

1. Review what was supposed to happen.
2. Establish what happened.
3. Determine what was right or wrong with what happened.
4. Determine how the task should be done differently the next time.

☐ **Evaluation can be done in four ways. What are they?**

1. Informal
2. Formal
3. Internal
4. External

☐ **What ten objectives have to be accomplished by senior leaders to help ensure effective training?**

1. Develop and communicate a clear vision
2. Train one echelon below and evaluate two echelons below
3. Require subordinates to understand and perform their roles in training
4. Train all elements to be proficient on their mission essential tasks
5. Develop subordinates
6. Involve themselves personally in planning, preparing, executing, and assessing training
7. Demand training standards are achieved
8. Ensure proper task and event discipline
9. Foster a command climate that is conducive to good training
10. Eliminate training distractions

☐ **What does well-structured training contain?**

It contains a mixture of initial and sustainment training.

☐ **True or false. Safe training is the predictable result of performing to established tactical and technical standards.**

True

☐ **What is the key requirement for division and brigade commanders in regards to training resources?**

The key requirement is to coordinate short-range training plans with the various resource processes that support training.

☐ **What is ITEP?**

Individual Training Evaluation Program

☐ \_\_\_\_\_ **is the range of proficiency within which a unit is capable of executing its wartime METL tasks.**

Band of Excellence

☐ **Are senior leaders supposed to make on the spot corrections, underwrite honest mistakes, and demand aggressive action to correct training deficiencies?**

Yes

☐ **What are the principal source documents for training and evaluation outlines (T&EOs)?**

- MTP
- Soldier Manuals
- Soldier Training Publications
- DA Pamphlet 350-38 (Standards in Weapons Training)
- Deployment or Mobilizations Plans
- Along with various Army, MACOM and Local Regulations.

☐ **List four (4) of the many sources of training feedback available to senior leaders.**

(There are many more not listed below)

- Personal observations of training.
- Assessment and feedback from higher headquarters.
- Staff visit reports.
- Unit status reports
- Training Briefings.
- Local ARTEP evaluations and CTC take-home packages.
- AARs from FTX, gunnery periods, or other major training exercises.
- CTT results.
- APFT scores
- IG general and special inspections.

☐ **What are the three core domains that shape the critical learning experiences throughout a soldier's and leader's career?**

The Operational, Institutional and Self-Developmental Domains.

☐ **Describe the Operational Domain.**

It includes home-station training, combat training center rotations, joint training exercises, and deployments that satisfy national objectives.

☐ **Describe the Institutional Domain.**

It focuses on educating and training soldiers and leaders on the key knowledge, skills and attributes required to operate in any environment.

☐ **Describe the Self-developmental Domain.**

They are structured and informal and focus on taking those actions necessary to reduce or eliminate the gap between operational and institutional experiences.

☐ **What is the one purpose of Army Training?**

To produce competent, confident, and adaptive soldiers, leaders and units, trained and ready to fight and win our nation's battles. Training is the Army's number one priority. Training is WHAT we do, not SOMETHING we do.

☐ **What is the definition of METL?**

A Mission Essential Task List is a collection of tasks an organization has to be proficient at in order to accomplish an appropriate portion of its wartime operational mission.

☐ **Why do commanders use a mix of Live, Virtual and Constructive (L-V-C) training?**

To achieve and sustain unit proficiency on selected METL tasks and supporting unit and staff battle tasks within the band of excellence.

☐ **What is the foundation of the training process?**

The training management cycle.

☐ **What are the ten principles of training?**

1. Commanders are responsible for training
2. NCOs train individuals, crews, and small teams.
3. Train as a combined arms and joint team.
4. Train for combat proficiency
  - Realistic Conditions
  - Performance Oriented
5. Train to standard using appropriate doctrine
6. Train to adapt
7. Train to maintain and sustain
8. Train using multi-echelon techniques
9. Train to sustain proficiency
10. Train and develop leaders



## Land Navigation / Map Reading

☐ **What are the basic colors of a map, and what does each color represent?**

- Black - Indicates cultural (man-made) features such as buildings and roads, surveyed spot elevations, and all labels.
- Red-Brown - The colors red and brown are combined to identify cultural features, all relief features, non-surveyed spot elevations, and elevation, such as contour lines on red-light readable maps.
- Blue - Identifies hydrography or water features such as lakes, swamps, rivers, and drainage.
- Green - Identifies vegetation with military significance, such as woods, orchards, and vineyards.
- Brown - Identifies all relief features and elevation, such as contours on older edition maps, and cultivated land on red-light readable maps.
- Red - Classifies cultural features, such as populated areas, main roads, and boundaries, on older maps.
- Other - Occasionally other colors may be used to show special information. These are indicated in the marginal information as a rule.

☐ **What are military symbols?**

Figures used to represent types of military organizations, installations, and activities

☐ **Where is the Legend of the map found?**

Lower left margin

☐ **What are contour lines?**

Imaginary lines on the ground connecting equal elevation, they represent high and low ground elevation

☐ **What are 3 types of contour lines?**

1. Index
2. Intermediate
3. Supplementary

☐ **How many Mils are in one Degree?**

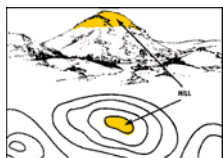
17.7 mils

☐ **How many Norths are there on a military map?**

Three;

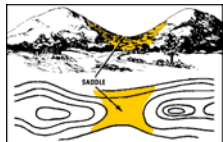
1. True north
2. Magnetic north
3. Grid north

☐ **What shape are the contour lines that indicate a hill?**



A hill is shown on a map by contour lines forming concentric circles. The inside of the smallest closed circle is the hilltop.

☐ **What shape are the contour lines that indicate a saddle?**



A saddle is normally represented as an hourglass

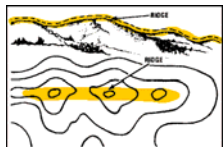
☐ **What shape are the contour lines that indicate a valley?**

Contour lines forming a valley are either U-shaped or V-shaped.



☐ **What shape are the contour lines that indicate a Ridge?**

Contour lines forming a ridge tend to be U-shaped or V-shaped. The closed end of the contour line points away from high ground.



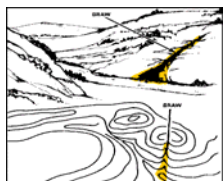
☐ **What shape are the contour lines that indicate a depression?**

Usually only depressions that are equal to or greater than the contour interval will be shown. On maps, depressions are represented by closed contour lines that have tick marks pointing toward low ground.



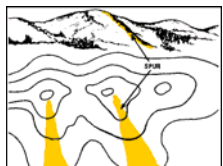
☐ **What shape are the contour lines that indicate a draw?**

The contour lines depicting a draw are U-shaped or V-shaped, pointing toward high ground.



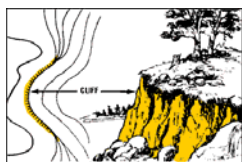
☐ **What shape are the contour lines that indicate a spur?**

Contour lines on a map depict a spur with the U or V pointing away from high ground.



☐ **What shape are the contour lines that indicate a cliff?**

Cliffs are also shown by contour lines very close together and, in some instances, touching each other.



☐ **What shape are the contour lines that indicate a cut?**

This contour line extends the length of the cut and has tick marks that extend from the cut line to the roadbed, if the map scale permits this level of detail.

☐ **What shape are the contour lines that indicate a fill?**

This contour line extends the length of the filled area and has tick marks that point toward lower ground. If the map scale permits, the length of the fill tick marks are drawn to scale and extend from the base line of the fill symbol.

☐ **What must be done to a map before it can be used?**

It must be oriented.

☐ **What are 5 major terrain features found on a map?**

1. Hill
2. Ridge
3. Valley
4. Saddle
5. Depression

☐ **What are the 3 minor terrain features found on a military map?**

1. Draw
2. Spur
3. Cliff

☐ **What are the 2 supplementary terrain features found on a military map?**

1. Cut
2. Fill

☐ **What is a map?**

It is a graphic representation of a portion of the earth's surface drawn to scale upon a flat plane.

☐ **What is an azimuth?**

A horizontal angle, measured in a clockwise manner from a north base line, expressing direction.

☐ **What is vertical distance?**

The distance between the highest and lowest points measured.

☐ **What is a contour interval?**

The distance between contour lines.

☐ **What is the distance between grid lines on a combat map?**

1 kilometer or 1000 meters

☐ **How many mils are there in a circle?**

6400 mils in 360 degrees

☐ **Which north is used when using a military map?**

Magnetic north when using a compass, and grid north when using the map

☐ **How would you hold a lensatic compass?**

Away from metal (weapons, electrical devices), level and firm

☐ **Name two ways to hold a compass?**

1. Compass-to-Cheek Method
2. Center-Hold Method

☐ **Are topographic symbols drawn to scale?**

No

☐ **What do topographic symbols represent?**

Man-made and natural objects

☐ **In military symbols, what colors are used for a map overlay and what do they represent?**

- Blue- Friendly forces
- Red-Enemy forces
- Black- boundaries
- Yellow-contaminated area both friendly and enemy
- Green- engineer obstacles, both friendly and enemy

- ☐ **What is Back Azimuth?**  
The reverse direction of an azimuth.
- ☐ **How do you figure out a back azimuth?**  
If an azimuth is 180 degrees or less, you add 180 degrees to find out the back azimuth. If the azimuth is more than 180 degrees, you subtract 180 degrees to find the back azimuth.
- ☐ **What is a declination diagram?**  
Shows the interrelationship between the magnetic north, grid north and true north
- ☐ **What is the general rule for reading military grid coordinates?**  
Right and UP
- ☐ **How many sights does a compass have?**  
2
- ☐ **What is a benchmark?**  
A man-made marker showing elevation
- ☐ **What are parallels of latitude?**  
Measured distances going north or south of the equator
- ☐ **What is an aerial photograph?**  
An actual picture of the earth's surface, which shows it as it appears from the air
- ☐ **What does UTM stand for?**  
Universal Transverse Mercator
- ☐ **The lensatic compass has a bezel ring; each bezel ring click is equal to how many degrees?**  
3
- ☐ **How many times would the bezel ring click if it were fully rotated?**  
120
- ☐ **Large cities on a map are represented by what color?**  
Black
- ☐ **Name two ways to orient a map?**  
Use a compass and terrain association
- ☐ **What is the Field Manual for Operational Terms and Graphics?**  
FM 101-5-1
- ☐ **The arrow on a compass always points what direction?**  
Magnetic north
- ☐ **What does the term FLOT mean?**  
Forward Line Of Troops
- ☐ **What are the alternate colors on a map and what do they mean?**  
Gray- alternate color for brown, Yellow- built up areas, and Pink- political boundaries
- ☐ **What is longitude?**  
Imaginary lines that run north to south originating in Greenwich, England and measured in degrees
- ☐ **What s a topographic map?**

Portrays terrain and land forms in a measurable way as well as horizontal features of the positions represented

☐ **What is a small-scale map?** (FM 3-25.26, Page 2-4)

Those maps with scales of 1:1,000,000 and smaller are used for general planning and for strategic studies. The standard small-scale map is 1:1,000,000. This map covers a very large land area at the expense of detail.

☐ **What is a medium-scale map?** (FM 3-25.26, Page 2-4)

Those maps with scales larger than 1:1,000,000 but smaller than 1:75,000 are used for operational planning. They contain a moderate amount of detail, but terrain analysis is best done with the large-scale maps described below. The standard medium-scale map is 1:250,000. Medium scale maps of 1:100,000 are also frequently encountered.

☐ **What is a large-scale map?** (FM 3-25.26, Page 2-4)

Those maps with scales of 1:75,000 and larger are used for tactical, administrative, and logistical planning. These are the maps that you as a soldier or junior leader are most likely to encounter. The standard large-scale map is 1:50,000; however, many areas have been mapped at a scale of 1:25,000.

☐ **What does the term intersection mean?**

Finding the location of an unknown point by sighting two or more known points

☐ **What is an azimuth?**

Direction, defined as a horizontal angle measured from north in degrees or mils

☐ **Why is a map so important?**

When used correctly, a map can give you accurate distances, locations and heights, best routes key terrain features and cover and concealment information.

☐ **What does the term resection mean?**

Finding your location on a map by sighting two or more known locations with a compass or straightedge. Your location is the point where the lines (back azimuths) intersect.

☐ **If you find a symbol on a map that is unknown to you, where would you look?**

The marginal data, located on the outside lower portion of the map

☐ **How many scales are there on a compass, what are they?**

There are two;

1. Degrees
2. Mils

☐ **What are the 4 quadrants on a map?**

1. Northeast
2. Southeast
3. Northwest
4. Southwest

☐ **What are the three elements for a land navigation process known as Dead Reckoning?**

1. Known starting point
2. Known distance
3. Known azimuth

☐ **What is the feature that makes the lensatic compass work well at night?**

The dials and needles are luminous

- ☐ **What is a polar coordinate?**  
Plotting or locating an unknown point using an azimuth and a distance from a known starting point
- ☐ **What is the name of the map system that the U.S. uses?**  
UTM
- ☐ **What is the Field Manual for map reading?**  
FM 3-25.26
- ☐ **On a lensatic compass there are two rings, an outer black ring and an inner red ring, what are they used for?**  
The inner red ring is used to find degrees, and the outer black ring is used to find mils
- ☐ **Name 3 field expedient methods of determining direction**  
The shadow-tip method, the watch method, and the North Star method
- ☐ **What is a contour level?**  
It is the vertical distance between contour lines. The amount of the contour level is located in the Marginal Information on the map.
- ☐ **The border line around the edge of the map is called the what?**  
Neat Line
- ☐ **Name the different slopes found on a map.**
  1. Gentle
  2. Steep
  3. Concave
  4. Convex
- ☐ **You must find at least how many known locations on a map and the actual ground in order to plot your location accurately?**  
At least 2
- ☐ **What are the three main map sizes?**
  1. Small
  2. Medium
  3. Large
- ☐ **What are two methods of measuring an azimuth?**  
Compass and a protractor
- ☐ **How close will an eight-digit grid get you to your point?**  
10 meters
- ☐ **How close will a six-digit grid coordinate get you to your point?**  
100 meters
- ☐ **What would you use on a map to measure actual ground distance?**  
The bar scale

## First Aid

---

- ☐ **What is Self Aid?**  
Emergency treatment one applies to oneself
- ☐ **Name some items that you might use as a splint from your military equipment**
- Bayonet
  - Rifle
  - Entrenching tool
  - Tent poles and stakes
  - Web belt
- ☐ **What is the quickest way to splint a broken leg?**  
Tie the broken leg securely to the unbroken leg
- ☐ **How many pressure points, which can be used to control bleeding with fingers, thumbs or hands are there on the human body?**  
11
- ☐ **What is the object of first aid?**
1. To stop bleeding
  2. Overcome shock
  3. Relieve pain
  4. Prevent infection
- ☐ **What FM covers first aid for soldiers?**  
FM 4-25.11
- ☐ **What is First Aid?**  
It is the first care given to casualties before treatment by medical personnel can be made available
- ☐ **What is the unique feature of type "O" blood?**  
It is a universal donor
- ☐ **When would you not remove a casualties clothing to expose a wound?**  
If in a chemical environment or if the clothing is stuck to the wound
- ☐ **What soldiers are most likely to suffer heat injuries?**  
Soldiers not accustomed to the heat, overweight soldiers, prior heat casualties, and soldiers already dehydrated due to alcohol use, diarrhea, or lack of water (insufficient use of)
- ☐ **How high should an injured limb be elevated above the heart to control bleeding?**  
2 to 4 inches
- ☐ **What are the 4 lifesaving steps? (The ABC's of medical treatment)**
1. Open the airway and restore breathing
  2. Stop the bleeding
  3. Dress and bandage the wounds to prevent infection
  4. Prevent shock
- ☐ **When applying splint, where should the bandages be tied?**  
The bandages should be tied with knots against the splint
- ☐ **Whose first aid dressing should be used on a casualty?**

Their own field dressing

- ☐ **How should the ends of an unimproved pressure dressing be tied?**  
In a non-slip knot directly over the wound site
- ☐ **What is manual pressure?**  
Place hand on dressing and exert firm pressure for 5 to 10 minutes
- ☐ **Should a casualty be given water to drink?**  
He should not eat or drink
- ☐ **Why should you dress and bandage the wound as soon as possible?**  
To protect the wound from further contamination of germs, and also to control the bleeding
- ☐ **What should you do to indicate that a casualty has received a tourniquet?**  
Mark his or her forehead with a T and if possible, note the time of the application of the tourniquet
- ☐ **Should you ever remove or loosen a tourniquet?**  
No, only qualified medical personnel can do that
- ☐ **How can you prevent athlete's foot?**  
Keep your feet clean, use foot powder and change socks daily
- ☐ **Where is a tourniquet applied?**  
Around a limb, between the injury and the heart, 2 to 4 inches above the wound and never placed directly on a joint
- ☐ **Name 3 categories of heat injuries**
  1. Heat cramps
  2. Heat exhaustion
  3. Heat stroke
- ☐ **What are the signs and symptoms of heat cramps?**  
Muscle cramps of the abdomen, legs or arms
- ☐ **What is the treatment for heat cramps?**  
Move to shade, then loosen clothing and give cool water
- ☐ **What are the signs and symptoms of heat exhaustion?**
  1. Headache
  2. Excessive sweating
  3. Weakness
  4. Dizziness
  5. Nausea
  6. Muscle cramps
  7. Pale moist skin
  8. Mental confusion
- ☐ **What would the treatment be for heat exhaustion?**  
Move to a cool area and loosen clothing, have the individual drink at least one canteen full of cool water, elevate legs and monitor their condition
- ☐ **If a casualty were suspected of having a neck/spinal injury or severe head trauma, which method would you use for opening an airway?**  
The jaw thrust technique, because in most cases it can be done without extending the neck
- ☐ **What are signs and symptoms of heat stroke?**



1. Casualty stops sweating
2. Skin is dry and hot
3. Fast pulse
4. Headache
5. Dizziness
6. Nausea
7. Vomiting
8. Mental confusion

☐ **What is the treatment for heat stroke?**

Immerse in coldest water available or remove clothing and wet entire body while fanning, transport the individual to the nearest medical facility

☐ **What are two basic types of fractures?**

1. Open (compound)
2. Closed (simple)

☐ **What are some signs of a fracture?**

- Deformity
- Pain at the site
- Discoloration

☐ **With an open fracture, what should you do first?**

Stop the bleeding

☐ **What is the basic proven principle in splinting fractures?**

"Splint them where they lie"

☐ **How tight should tourniquet be?**

Tightened until the bright red bleeding has stopped.

☐ **What does the term Hemorrhage mean?**

Heavy bleeding

☐ **What are the three types of bleeding?**

1. Arterial- Blood is bright red and will spurt with each heart beat
2. Venous- Blood is dark red and flows in a steady stream
3. Capillary- Blood oozes from the wound

☐ **Name 4 common points for checking pulse**

1. Carotid- The side of the neck
2. Femoral- The groin
3. Radial- The wrist
4. Posterior Tibial- Ankle

☐ **What are some signs/symptoms of shock?**

- Clammy skin (cool, pale and damp)
- Restlessness and nervousness
- Thirst
- Loss of blood
- Confusion
- Fast breathing
- Nausea or vomiting
- Blotched or bluish skin (especially around the mouth and lips)
- Often perspires freely
- May pass out.

☐ **What is the treatment for shock?**

"P.E.L.C.R.N." (Pronounced Pell-Crin)

- Position the casualty on their back
- Elevate the Legs
- Loosen clothing at neck waist or wherever it is binding
- Climatize (prevent too hot or too cold)
- Reassure (keep the casualty calm)
- Notify medical personnel (Help, Get a medic!!)

☐ **What is a heat injury?**

A loss of water and salt, loss of sweat while personnel work in the heat, a general dehydration of the body

☐ **What is the greatest preventive measure for disease?**

Cleanliness

☐ **How do you stop bleeding?**

- Apply a field dressing
- Manual pressure
- Elevate the limb
- Apply a pressure dressing
- Digital Pressure
- Apply a tourniquet

☐ **What is CPR?**

Cardiopulmonary resuscitation, it is used to restore a heart beat

☐ **When can measures taken to restore breathing in an individual be discontinued?**

- When a doctor tells you to stop
- When others relieve you
- When you cannot physically continue
- When the casualty starts to breath on his own

☐ **What is AIDS?**

AIDS is the end stage of the HIV infection. At this point, the virus has attacked and weakened a person's immune system

☐ **Name two types of rescue breathing**

1. Mouth to mouth
2. Backpressure arm-lift method (Used in an NBC Environment when protective clothing may make it impossible to use the "mouth to mouth" method)

☐ **When would you use the backpressure arm-lift method of rescue breathing?**

During a gas and biological attack because both of you can and will remain masked

☐ **What do the letters AIDS stand for?**

Acquired Immunodeficiency Syndrome

☐ **When should a casualty not be placed in the shock position?**

When the casualty has a:

- Head injury
- Abdominal wound
- Fractured (unsplinted) leg

- ☐ **How long is direct manual pressure applied to control bleeding?**  
5 to 10 minutes
- ☐ **What should you do prior to leaving an unconscious casualty?**  
Turn their head to the side to prevent them from choking on their own vomit
- ☐ **When should a tourniquet be used to stop bleeding?**  
As a last resort when everything else has failed or when an arm or leg has been severed off
- ☐ **What does COLD stand for?**  
It is a key word in cold weather protection, it stands for Keep it CLEAN, Avoid OVERHEATING, Wear it LOOSE and in layers and Keep it DRY
- ☐ **What are the 8 steps in evaluating a casualty?**  
Check for:
  - 1. Responsiveness
  - 2. Breathing
  - 3. Pulse
  - 4. Bleeding
  - 5. Shock
  - 6. Fractures
  - 7. Burns
  - 8. Possible concussions (head injuries)
- ☐ **What is the first indication of frostbite?**  
Skin becomes numb and white particles/patches form on it
- ☐ **What do you do to treat frostbite?**  
Remove clothing from the affected area, warm with warm water or body heat, dress the area and seek additional medical help
- ☐ **When should an airtight dressing be applied to a sucking chest wound?**  
As the individual breathes out
- ☐ **How should you position a casualty with an open abdominal wound?**  
On his back with his knees up to relieve abdominal pressure
- ☐ **What do you do with exposed abdominal organs?**  
Wrap them in dry clean material and place on top of the abdomen (never try to put them back in)
- ☐ **How do you take the Carotid pulse?**  
Place the first two fingers of your hand beside the casualties Adams' apple
- ☐ **In reference to carrying a casualty, what are the two-man methods?**
  - Two-Man Support Carry
  - Two-Man Arms Carry
  - Two-Man Fore-and Aft-Carry
  - Four-Hand Seat Carry
  - Two-Hand Seat Carry
- ☐ **In reference to carrying a casualty, what are the one-man methods?**
  - Fireman's carry
  - Supporting carry
  - Arms Carry
  - Saddleback carry
  - Pack-strap carry

- Pistol belt carry
- Pistol belt drag
- Neck drag
- LBE Carry Using Bearers LBE
- LBE Carry Using Casualty's LBE
- Cradle Drop Drag

☐ **Should you put any medication or cream on a burn?**

No

☐ **Name the four types of burns**

1. Thermal
2. Electrical
3. Chemical
4. Laser

☐ **What is the primary objective in the treatment of burns?**

Lessen or prevent shock and infection

☐ **What are the three categories used in medical evacuation?**

1. Urgent- within 2 hours
2. Priority- within 4 hours
3. Routine- within 24 hours

☐ **What is the first aid procedure for a white phosphorous casualty?**

Smother the flame by submerging the affected area in water or pack with mud. Then remove the particles by brushing or picking them out

☐ **What is the first step in the first aid of a burn victim?**

Remove the casualty from the source of the burn

☐ **What are the 2 prescribed methods for opening an airway?**

1. The jaw thrust
2. Head tilt/chin lift methods

☐ **What is the major cause of tooth decay and gum disease?**

Dental plaque

☐ **What are the 9 mild symptoms of nerve agent poisoning?**

1. Unexplained runny nose
2. Unexplained headache
3. Sudden drooling
4. Difficulty seeing (dimness of vision and miosis)
5. Tightness in the chest or difficulty in breathing
6. Localized sweating and muscular twitching in the area of contaminated skin
7. Stomach cramps
8. Nausea
9. Tachycardia followed by bradycardia (Tachycardia is an abnormally rapid heartbeat with a heart rate of over 100 beats per minute. Bradycardia is a slow heart rate of less than 60 beats per minute)

☐ **What are the 11 severe symptoms of nerve agent poisoning?**

1. Strange or confused behavior.
2. Wheezing, dyspnea (difficulty in breathing), and coughing.
3. Severely pinpointed pupils.
4. Red eyes with tearing.
5. Vomiting.

6. Severe muscular twitching and general weakness.
7. Involuntary urination and defecation.
8. Convulsions.
9. Unconsciousness.
10. Respiratory failure.
11. Bradycardia.

## Chemical, Biological, Radiological, Nuclear

☐ What are the 5 levels of MOPP?

MOPP Level:	Available for Immediate Donning	Available	When used:
<b>MOPP 0</b>	<ul style="list-style-type: none"> <li>IPE</li> <li>Field Gear</li> </ul>	<ul style="list-style-type: none"> <li>IPE issued and serviceable</li> <li>Protective mask filter/hood installed</li> </ul>	<ul style="list-style-type: none"> <li>CB threat</li> <li>Preattack</li> </ul>
MOPP Level:	Worn:	Carried:	When used:
<b>MOPP 1</b>	<ul style="list-style-type: none"> <li>Overgarment</li> <li>Field gear</li> </ul>	<ul style="list-style-type: none"> <li>Footwear covers</li> <li>Mask</li> <li>Gloves</li> </ul>	<ul style="list-style-type: none"> <li>CB threat</li> <li>Preattack</li> </ul>
<i>MOPP1 is generally used when a chemical, and/or biological attack in theater is possible.</i>			
<b>MOPP 2</b>	<ul style="list-style-type: none"> <li>Overgarment</li> <li>Field gear</li> <li>Footwear covers</li> </ul>	<ul style="list-style-type: none"> <li>Mask</li> <li>Gloves</li> </ul>	<ul style="list-style-type: none"> <li>CB threat</li> <li>Preattack</li> </ul>
<i>MOPP2 is generally used when a chemical, and/or biological attack in theater is likely.</i>			
<b>MOPP 3</b>	<ul style="list-style-type: none"> <li>Overgarment</li> <li>Mask and hood</li> <li>Field gear</li> <li>Overboots</li> </ul>	<ul style="list-style-type: none"> <li>Gloves</li> </ul>	<ul style="list-style-type: none"> <li>CB threat</li> <li>Postattack</li> </ul>
<i>MOPP3 is generally used in areas with no contact hazard or operationally significant percutaneous vapor hazard.</i>			
<b>MOPP 4</b>	<ul style="list-style-type: none"> <li>Overgarment</li> <li>Mask and hood</li> <li>Field Gear</li> <li>Footwear covers</li> <li>Gloves</li> </ul>		<ul style="list-style-type: none"> <li>CB threat</li> <li>During-attack</li> <li>During and postattack</li> </ul>
<i>MOPP4 is used when the highest degree of CB protection is required, or when CB agents are present; but the actual hazard has not been determined.</i>			
Reference: FM 3-11.4 Chapter IV			

- ☐ **What does JSLIST stand for?**  
Joint Service Lightweight Integrated Suit Technology
- ☐ **What does MOPP stand for?**  
Mission Oriented Protective Posture
- ☐ **When under an NBC attack, when do you give warning?**  
After you mask
- ☐ **What are the proper masking procedures?**  
Stop breathing and close your eyes, don protective mask, clear mask, check the seal of the mask, sound the alarm to alert others, and continue the mission
- ☐ **What does C.B.R.N. stand for?**  
Chemical, Biological, Radiological and Nuclear
- ☐ **NBC hazards are classified into two types, what are they?**
  1. Immediate hazards- produce casualties immediately after attack
  2. Residual hazards- Delayed effects
- ☐ **What is Atropine?**  
A counter agent for G and V agents or Nerve Gas
- ☐ **What is the maximum number of Nerve Agent kits (MK1) that may be given?**  
3
- ☐ **Name 3 types of NBC warnings**
  1. Verbal (gas, gas, gas)
  2. Banging metal on metal
  3. Hand and arm signals
- ☐ **What Field Manual deals with NBC Operations?**  
FM 3-11 (superseded FM 3-100)
- ☐ **What does FM 3-11.4 cover?** (superseded FM 3-4)  
NBC protection
- ☐ **What does FM 3-5 cover?**  
NBC Decontamination
- ☐ **What is FM 3-7?**  
NBC Handbook
- ☐ **What forms do NBC contaminants come in?**
  - Solids
  - Liquids
  - Gases
- ☐ **Soldiers in MOPP 4 may lose how much water per hour through perspiration?**  
1 quart or more
- ☐ **When fitting the protective mask, in what sequence should the straps be tightened?**
  1. Forehead straps
  2. Cheek straps
  3. Temple straps

- ☐ **Which of the NBC reports is most widely used?**  
NBC 1
- ☐ **What are the three types of procedures for MOPP gear exchange?**
  1. Buddy Team
  2. Triple Buddy
  3. Individual
- ☐ **What are three fundamentals of NBC defense?**
  1. Avoid contamination
  2. Protection
  3. Decontamination
- ☐ **How long should you apply pressure when using the Auto injector?**  
10 seconds
- ☐ **What do you do with the Auto injector after injecting?**  
Stick it through the pocket flap (upper left) so that you do not lose count and so that someone that happens to come across the casualty will know that they have already been given X amount of injections and will not give them more than needed.
- ☐ **The protective mask will not protect against what two types of gases?**  
Ammonia vapors or carbon monoxide
- ☐ **When giving Buddy Aid, whose auto injectors would you use?**  
The other person (the person's auto injectors that is receiving the medication)
- ☐ **When giving Buddy Aid, how long should you wait if still experiencing the symptoms of Nerve agent, to administer a second nerve agent antidote (MK1)?**  
Immediately give the second and third
- ☐ **When giving Self Aid, how long should you wait if still experiencing the symptoms of a Nerve Agent before administering a second MK1?**  
Wait 10 to 15 minutes; also wait 10 to 15 minutes between 2nd and 3rd
- ☐ **Once a unit has masked, who can make the decision to unmask?**  
The unit commander
- ☐ **What is the shape of the contamination markers?**  
Triangle
- ☐ **What type of attack does an M22 ACADA alarm warn you of?**  
Chemical
- ☐ **What are the three levels of Decontamination?**
  1. Immediate
  2. Operational
  3. Thorough
- ☐ **How often should you check your protective mask during peacetime?**  
Before, during and after training events, monthly, and semi-annually. (refer to TM 3-4240-339-10 and 20&P manuals) The minimum is MONTHLY...
- ☐ **What are the dimensions of an NBC marker?**  
11 1/2 inches on the top by 8 inches on either side
- ☐ **What are the 9 mild symptoms of nerve agent poisoning?**



1. Unexplained runny nose
2. Unexplained headache
3. Sudden drooling
4. Difficulty seeing (dimness of vision and miosis)
5. Tightness in the chest or difficulty in breathing
6. Localized sweating and muscular twitching in the area of contaminated skin
7. Stomach cramps
8. Nausea
9. Tachycardia followed by bradycardia (Tachycardia is an abnormally rapid heartbeat with a heart rate of over 100 beats per minute. Bradycardia is a slow heart rate of less than 60 beats per minute)

☐ **What are the 11 severe symptoms of nerve agent poisoning?**

1. Strange or confused behavior.
2. Wheezing, dyspnea (difficulty in breathing), and coughing.
3. Severely pinpointed pupils.
4. Red eyes with tearing.
5. Vomiting.
6. Severe muscular twitching and general weakness.
7. Involuntary urination and defecation.
8. Convulsions.
9. Unconsciousness.
10. Respiratory failure.
11. Bradycardia.

☐ **When crossing a contaminated area, what 2 things should you avoid doing?**

Stirring up dust and touching anything

☐ **Of these 3, Nerve, Blood, and Blister agents, which causes the most casualties?**

Nerve agents

☐ **How should an area that is suspected of contamination be crossed?**

Quickly, avoiding depressions and vegetation

## **NUCLEAR**

☐ **What are the 3 effects of a nuclear explosion?**

1. Blast
2. Heat
3. Radiation

☐ **What is the color of a Nuclear (radiological) contamination marker?**

White background with ATOM in black letters

☐ **What is the current U.S. policy regarding the use of Nuclear assets?**

Last Resort, will use first only if necessary

☐ **What are Flash Burns?**

Direct burns produced by the flash of thermal radiation from the fireball

☐ **What causes the most casualties in a nuclear attack?**

The initial blast and the heat of detonation

☐ **What is the difference between Dose Rate and Total Dose?**

Dose Rate is the amount of radiation per hour; Total Dose is the actual accumulation

- ☐ **Who has the authority to order the use of nuclear weapons?**  
Only the President of the U.S.
- ☐ **What are the 3 types of nuclear bursts?**
  1. Air
  2. Ground
  3. Subsurface
- ☐ **What does an AN VDR-2 detect?**  
Radiation
- ☐ **An NBC-1 report is used to determine what?**  
The initial detection of NBC weapons usage by the enemy
- ☐ **What does the AN/UDR13 measure?**  
Total dosage of Radiation received
- ☐ **What does FM 3-3-1 cover?**  
Nuclear contamination avoidance
- ☐ **For maximum radiation effect, which nuclear burst would you use?**  
Air burst

## **BIOLOGICAL**

- ☐ **What is the best way to protect against Biological agents?**  
Personal hygiene and immunization shots
- ☐ **What is a vector?**  
An insect used to disseminate biological agents (fleas, ticks, mosquitoes....)
- ☐ **What is the current U.S. policy regarding the use of Biological assets?**  
No Use
- ☐ **What is meant by Biological Warfare?**  
The intentional use by an enemy, of germs or toxins, to cause death and disease among personnel, animals, plants, or more rarely, to deteriorate material
- ☐ **What is the color of a Biological contamination marker?**  
Blue background with BIO in red letters
- ☐ **What does FM 3-3 cover?**  
Chemical and Biological contamination avoidance
- ☐ **What are the 4 types of microorganisms found in Biological agents?**
  1. Bacteria
  2. Fungi
  3. Rickettsiae
  4. Viruses
- ☐ **What is the best decontamination for Biological agents?**  
Warm soapy water
- ☐ **Where would a biological attack be most effective?**  
Cities, large troop concentrations, animals and vegetable crops

## CHEMICAL

☐ **How may Chemical Agents be deployed?**

- Arterial spray
- Artillery bombs
- Individuals (pollution of water, food and supplies)
- Mines
- Rockets

☐ **What are the most effective times to use chemical agents?**

Evening and early morning (The lack of wind and sun allows the agents to persist)

☐ **Chemical agents are classified by the U.S. into 3 categories, name them**

1. Persistent
2. Non-Persistent
3. Dusty

☐ **What is the current U.S. policy regarding the use of Chemical assets?**

No First Use

☐ **What is the color of the Chemical contamination marker?**

Yellow with GAS in Red letters

☐ **What are the 4 types of Chemical agents?**

1. Nerve
2. Blister
3. Blood
4. Choking

☐ **What decontamination equipment is available for chemical agents?**

- M291 SDK (Skin Decon Kit)
- M295 IEDK (Individual Equipment Decon Kit)
- M100 SDS (Sorbent Decon System)
- ABC-M11 PDA (Portable Decon Apparatus (looks like a fire extinguisher)
- M13 PDA (Portable Decon Apparatus (about the size of a 5 gallon gas can, comes pre filled with 14 liters of DS2 Decon Agents)
- M12 PDDA (PDDA Power Driven Decontamination Apparatus (can be used for showering personal down)
- M17 LDS (LDS Lightweight Decon System (1580 gallon collapsible water tank with two wands to wash down vehicles)M291- Replacement for M258A1

## Field Sanitation

---

- ☐ **What are the 4 types of waste?**
  - 1. Human
  - 2. Liquid
  - 3. Garbage
  - 4. Rubbish
- ☐ **What is the water requirement per person, per day in a temperate zone?**  
5 gallons
- ☐ **A latrine can be no closer than what distance to a water source?**  
100 ft
- ☐ **What is Potable water?**  
Water that is safe to drink
- ☐ **What are the measurements of a straddle trench?**  
1 ft wide, 4 ft long and 2 1/2 ft deep
- ☐ **How many gallons of water will a Lister bag hold?**  
36 gallons
- ☐ **How deep is a cat hole?**  
6 to 12 inches
- ☐ **What is a communicable disease?**  
A disease that can be transmitted person to person, animal to person and insect to person
- ☐ **What are the 5 "F"s of Field Sanitation?**
  - 1. Fingers
  - 2. Feces
  - 3. Flies
  - 4. Foods
  - 5. Fluids
- ☐ **What is the best protection against disease or biological warfare?**  
Immunization and personal hygiene
- ☐ **What Field Manual covers Unit Field Sanitation Team?**  
FM 4-25.12
- ☐ **What Field Manual covers Field Hygiene and Sanitation?**  
FM 21-10
- ☐ **What is Field Sanitation?**  
The use of measures to create and maintain healthful environmental conditions, these include safeguarding food, safeguarding water, and controlling disease bearing insects and rodents.
- ☐ **What is a vector?**  
Any living organism that can carry a disease-producing virus
- ☐ **What is palatable water?**  
Water that is pleasing to the taste, but which may be unsafe

- ☐ **What are the 5 communicable disease grouped by the Army?**
  1. Respiratory
  2. Intestinal
  3. Insect borne
  4. Venereal
  5. Miscellaneous
- ☐ **What are some diseases carried by the fly?**
  - Typhoid
  - Cholera
  - Dysentery
- ☐ **What 3 rules apply to water discipline in the field?**
  1. Drink only from approved sources
  2. Conserve water
  3. Do not contaminate your sources
- ☐ **What are the three most common poison plants?**
  1. Poison ivy
  2. Poison oak
  3. Poison sumac
- ☐ **Where should the latrine be located in relation to the mess hall?**

At least 100 meters downhill or downstream
- ☐ **What are some of the diseases carried by the mosquito?**
  - Malaria
  - Dengue
  - Yellow Fever
  - Encephalitis
  - Filariasis
- ☐ **What are some methods for human waste disposal?**
  - Straddle trench
  - Mound latrine
  - Burn out latrine
  - Deep pit
  - Bore hole latrines
  - Pail latrines
  - Urine soak pits
- ☐ **How far should garbage pits be located away from the mess area?**

30 yards and no closer than 100 ft from any water sources.
- ☐ **Enough straddle trenches should be dug to accommodate what percentage of the unit at one time?**

8 percent
- ☐ **Water that is not properly treated can spread what diseases?**
  - Common diarrhea,
  - Leptospirosis
  - Cholera
  - Dysentery
  - Bacillary
  - Typhoid
  - Paratyphoid fever

☐ **What are two ways to purify water?**

1. Iodine tablets
2. Boiling

☐ **Who gives the final approval on whether water is safe to drink?**

Medical personnel

## Physical Security

---

- ☐ **What Field Manual covers Physical Security?**  
FM 3-19.30 (Supercedes FM 19-30)
- ☐ **What Army Regulations covers the Army Physical Security Program?**  
AR 190-13
- ☐ **Security lighting allows security personnel to maintain visual-assessment capability during darkness. When security-lighting provisions are impractical, what are needed?**
  - Additional security posts
  - Patrols
  - MWD patrols
  - NVDs
  - Other security means as necessary.
- ☐ **What are the two primary concerns of Physical Security?**  
Prevention and Protection. Both serve the interests of people, equipment and property.
- ☐ **Define the objectives of the Physical Security Education Program.**  
Get all personnel acquainted with the reasons for security measures and to ensure their cooperation.
- ☐ **What is J-SIDS and what does it stand for?**  
J-SIDS is found in most arms rooms and stands for Joint Service Interior Intrusion Detection System.
- ☐ **Describe standard Barbed wire.**  
Twisted, double-strand, 12-gauge wire, with four-point barbs spaced equal distances apart.
- ☐ **What are vulnerabilities?**  
Gaps in the assets protection
- ☐ **Commander must ensure that appropriate physical-security measures are taken to minimize the loss of what?**
  - Personnel
  - Supplies
  - Equipment
  - and material through both human and natural threats.
- ☐ **What is the interval for placing warning signs for a limited area on or outside the limited area physical barrier?**  
No more than 100 ft
- ☐ **What two major categories can protective barriers be divided into?**
  1. Structural
  2. Natural.
- ☐ **What is the purpose of the Army Physical Security Program?**  
Physical security is defined as that part of security concerned with physical measures designed to safeguard personnel; to prevent unauthorized access to equipment, installations, material, and documents; and to safeguard against espionage, sabotage, damage, and theft.
- ☐ **How far from the point of entry of an installation should the signs located that indicate the conditions of entry onto that installation?**

No less than 50 ft from the point of entry

☐ **What are the four types of fencing that are authorized for the protection of restricted areas?**

1. Chain link
2. Barbed wire
3. Barbed tape
4. Concertina

☐ **What are the four designations of restricted areas?**

1. Restricted area
2. Controlled area
3. Limited area
4. Exclusion area (Greatest degree of security)

☐ **Protective barriers are designed to define what?**

The physical limits of an installation, activity, or area.

☐ **Name some challenges relative to Physical Security.**

Control of populations, information dominance, multinational and interagency connectivity, antiterrorism, and the use of physical-security assets as a versatile force multiplier.

☐ **An overall site-security system is comprised of what three major sub-elements?**

1. Detection
2. Delay
3. Response

☐ **\_\_\_\_\_ are the most acceptable and widely used security devices for protecting facilities, classified materials, and property.**

Locks (All containers, rooms, and facilities must be locked when not in actual use.)

☐ **The detection subelement of the overall site-security system includes what?**

- Intrusion detection
- Assessment
- Entry control.

☐ **What does a detailed physical plan include?**

The plan should include at least special and general guard orders, access and material control, protective barriers/lighting systems, locks, and IDSs.



## Security and Intelligence

---

- ☐ **What AR covers security?**  
AR 380-5
- ☐ **What are 3 security classifications used to protect material against disclosure?**
  1. Top secret
  2. Secret
  3. Confidential
- ☐ **How is Top Secret material destroyed?**  
Burning or pulping
- ☐ **How many overall security classifications can a document have?**  
1
- ☐ **Name Some Counterintelligence measures**
  - Use of sign and countersign
  - Camouflage
  - Recon
  - Noise and light discipline
  - OPSEC training
- ☐ **What does the word SAEDA mean?**  
Subversion And Espionage Directed against the Army
- ☐ **Can a person with a Secret clearance be denied access to any secret material?**  
Yes, access is granted on a need to know basis
- ☐ **What does MIJI mean?**  
Meaconing, Intrusion, Jamming, and Interference
- ☐ **What are the 5 S's that apply to POWs?**
  1. Search
  2. Segregate
  3. Silence
  4. Speed
  5. Safeguard
- ☐ **In what groups should prisoners of war be divided?**
  - Officers
  - NCOs
  - Privates
  - Deserters
  - Females
  - Civilians
  - Political Personnel
- ☐ **What does the word OPSEC mean?**  
OPERational SECurity
- ☐ **What does SALUTE mean?**  
Size, Activity, Location, Uniform, Time, Equipment
- ☐ **What is DA Form 672 used for?**

Safe or cabinet security record (it is a record of the access and locking of the containers)

☐ **What is OPSEC?**

It is a program within the unit to deny a potential enemy information on the brigades intentions, plans and operations

☐ **Why is challenge and password used?**

To identify unknown personnel

☐ **How often is the Challenge and Password changed?**

Every 24 hours

## Desert Operations

---

- ☐ **What field manual covers Desert Operations?**  
FM 90-3
- ☐ **Even though desert terrain varies considerably from place to place, there is one common feature of all deserts. What is that common feature?**  
Lack of water
- ☐ **Successful desert operations require adaptation to what?**  
The environment and to the limitations its terrain and climate impose
- ☐ **What is the basic definition of a desert:**  
Arid, barren regions of the earth incapable of supporting normal life due to lack of water
- ☐ **What are the three types of desert terrain?**
  - Mountain
  - Rocky plateau
  - Sandy or dune terrain
- ☐ **Describe mountain deserts:**  
Mountain deserts are characterized by scattered ranges or areas of barren hills or mountains, separated by dry, flat basins
- ☐ **Describe Rocky Plateau Deserts:**  
Rocky plateau deserts are extensive flat areas with quantities of solid or broken rock at or near the surface.
- ☐ **Describe Sandy or Dune Deserts:**  
Sandy or dune deserts are extensive flat areas covered with sand or gravel, the product of ancient deposits or modern wind erosion.
- ☐ **What is the highest known ambient temperature recorded in a desert?**  
136 degrees Fahrenheit
- ☐ **What is the most important single characteristic of the desert?**  
The lack of water
- ☐ **Name some snakes common to deserts:**
  - Sand Vipers
  - Cobras
- ☐ **Lack of natural concealment has been known to induce what fear in some troops?**  
Agoraphobia (fear of open spaces)
- ☐ **In a desert environment, it is important that unit leaders monitor their troops carefully for signs of heat distress and adjust what?**
  - Work Schedules
  - Work Rates
  - Rest
  - Water consumption according to conditions
- ☐ **A lack of alertness can indicate early stages of what?**  
Dehydration

☐ **Chronic dehydration increases the incidence of what several medical problems?**

- Constipation
- Piles (hemorrhoids)
- Kidney Stones
- Urinary Infections

☐ **At the first evidence of heat illness, what should the troops do?**

Stop work, get into shade and rehydrate

☐ **Contact lenses are very difficult to maintain in the dry dusty environment of the desert and should not be worn except by military personnel operating in what?**

Air conditioned environments, under command guidance.

☐ **Maintaining safe, clean, water supplies is critical. The best containers for small quantities of water (5 gallons) are plastic water cans or coolers. How long does water last in both plastic and metal containers?**

- Water in plastic cans will be good for up to 72 hours
- Water in metal containers is safe only for 24 hours

☐ **If water trailers are kept cool, how long is the water considered fresh and safe to drink?**

Up to 5 days

☐ **If ice is placed into a water trailer to keep it cool, what should happen prior to moving the trailer to prevent damage to the inside lining of the water trailer?**

The ice should be removed

☐ **What is a use of water that is not fit to drink but is not otherwise dangerous (it may be merely oversalinated)?**

May be used to wet clothing to aid in cooling

☐ **When carrying your water supply during a mission, how should the water containers be stored?**

- Try to vibration by clamping them firmly to the vehicle body.
- In the shade and benefit from an air draft.
- In an area protected from puncture by shell splinters.
- Able to be easily dismounted in case of vehicle evacuation.

☐ **What is the best indicator of proper hydration?**

Urine

☐ **All unit leaders must understand the critical importance of maintaining the proper hydration status. Almost any contingency of military operations will act to interfere with the maintenance of hydration. What are the considerations for proper hydration during desert operations:**

- Drink before you become thirsty and drink often, When you become thirsty you will be about a "quart and a half low"
- Carry as much water as possible when away from approved sources of drinking water
- Drink before you work; carry water in your belly, do not "save" it in your canteen
- Ensure troops have at least one canteen of water in reserve, and know where and when water re-supply will be available

☐ **Gaseous drinks such as sodas, beer, and milk are not good substitutes for water because of what?**

Their dehydrating effects.

☐ **Diseases common to the desert include**

- Plague
- Typhus

- Malaria
- dengue fever
- dysentery
- cholera
- typhoid

☐ **Most diarrheal diseases result from ingestion of water or food contaminated with what?**  
Feces.

☐ **What are the ten characteristics of the desert environment which may adversely affect equipment used in the desert:**

1. Terrain
2. Heat
3. Winds
4. Dust and sand
5. Humidity
6. Temperature variations
7. Thermal bending
8. Optical path bending
9. Static electricity
10. Radiant light.

☐ **What is the major problem with radios in a desert environment?**  
Overheating

☐ **What are some steps that may be taken to reduce the heat effects on radio equipment?**

- Keep radios out of direct sunlight
- Place a piece of wood on top of the radio. Leaving space between the wood and the top of the radio will help cool the equipment
- Operating the radio on low power whenever possible will also help
- Place wet rags on top of radios to help keep them cool and operational. Do not cover the vents.

## Survival

---

- ☐ **What survival concept does each letter in the word SURVIVAL stand for?**  
S- Size up the situation  
U- Use all your senses  
R- Remember where you are  
V- Vanquish fear and panic  
I- Improvise  
V- Value living  
A- Act like the natives  
L- Live by your wits, but for now learn basic skills
- ☐ **What is the FM that covers "Survival"?**  
FM 3-05.70
- ☐ **What would your reaction be to an overhead flare at night?**  
Immediately crouch or lie down, stop all movement and close one eye to keep "night vision" in one, while scanning with the other
- ☐ **What are the 9 common senses of Dehydration?** (You may only have to name about 5 in a board)  
1. Dark urine with a very strong odor  
2. Dark, Sunken eyes  
3. Low urine output  
4. Fatigue  
5. Loss of skin elasticity  
6. Emotional instability  
7. Thirst  
8. "Trench line" down center of tongue  
9. Delayed capillary refill in the fingernail beds
- ☐ **What are the basic rules for water consumption in an arid area?**  
• At temperatures below 100 degrees Fahrenheit, drink one pint of water every hour.  
• At temperatures above 100 degrees Fahrenheit, drink one quart of water every hour
- ☐ **If forced to eat wild plants, what should you avoid?**  
• Plants that have a milky sap or if the sap turns black when exposed to the air  
• Plants that are mushroom-like  
• Plants that resemble onion, garlic, parsley, parsnip, or dill  
• Plants that have "carrot-like" leaves roots or tubers
- ☐ **Is it safe to eat and drink what the animals eat and drink?**  
No, some animals are able to eat and drink something that may be harmful to humans
- ☐ **Name 4 crucial factors in staying healthy**  
1. Having adequate food and water  
2. Practicing good personal hygiene  
3. Getting sufficient rest  
4. Keeping your immunizations up-to-date.

Develop a survival pattern that lets you beat the enemies of survival. This survival pattern must include food, water, shelter, fire, first aid, and signals placed in order of importance. For example, in a cold environment, you would need a fire to get warm; a shelter to protect you from the cold, wind, and rain or snow; traps or snares to get food; a means to signal friendly aircraft; and first aid to maintain health. If injured, first aid has top priority no matter what climate you are in.

☐ **What is Stress?**

Stress is not a disease that you cure and eliminate. Instead, it is a condition we all experience. Stress can be described as our reaction to pressure. It is the name given to the experience we have as we physically, mentally, emotionally, and spiritually respond to life's tensions.

☐ **Do we need STRESS?**

Yes, it has many positive benefits. Stress provides us with challenges; it gives us chances to learn about our values and strengths. The goal is to have stress, but not an excess of it. Too much stress can take its toll on people and organizations. Too much stress leads to distress. Distress causes an uncomfortable tension that we try to escape and, preferably, avoid.

☐ **What are a few of the common signs of distress you may find in yourself or fellow soldiers you may find when faced with too much stress?**

- Difficulty making decisions
- Angry Outbursts
- Forgetfulness
- Low energy levels
- Constant worrying
- Propensity for mistakes
- Thoughts about death or suicide
- Trouble getting along with others
- Withdrawing from others
- Hiding from responsibilities
- Carelessness

☐ **What are some of the emotions you are likely to experience in a survival situation?**

- Fear
- Anxiety
- Anger
- Frustration
- Depression
- Loneliness
- Boredom
- Guilt

☐ **What are some of the difficulties in operating in arid areas?**

- It is hard to find food, water and shelter.
- Physical movement is demanding.
- Land navigation is difficult.
- There is limited cover and concealment.

☐ **What are some methods of improving the taste of wild plants?**

- Soaking
- Parboiling
- Cooking
- Leaching

☐ **What heat effects must be considered in an arid area?**

- Direct sun
- Reflective heat gain
- Conductive heat gain
- Hot blowing winds

☐ **Why should you only drink milk from green coconuts rather than ripe mature coconuts?**

The milk from the Mature Ripe coconuts contain an oil that acts like a laxative

- ☐ **What are a few types of stresses that you could be exposed to in a Survival setting?**
  - Injury, Illness or Death
  - Uncertainty and Lack of Control
  - Environment
  - Hunger and thirst
  - Fatigue
  - Isolation
  
- ☐ **What is the depth of a hasty fighting position?**

18 to 20 inches deep
  
- ☐ **What is "Dead Space"?**

An area that cannot be fired upon within a weapons sector.
  
- ☐ **What is "Scanning"?**

Focusing your attention on an object without looking directly at it. (The proper method to scan is to move your eyes in short, irregular movements)
  
- ☐ **What would your reaction be to an overhead flare?**

Immediately crouch or lie down, and stop all movement
  
- ☐ **What is the Low-crawl used for?**

To move through places where concealment is limited and enemy fire prevents you from getting up
  
- ☐ **In order to maintain your health, what rules must you follow?**
  - Prevent dehydration
  - Eat sufficient food
  - Maintain high personal hygiene.
  
- ☐ **When you have been firing from one position, what should you do before you move?**

Roll or crawl a short distance from your position before moving
  
- ☐ **What is the High-crawl used for?**

When concealment is good, but enemy fire prevents you from getting up
  
- ☐ **What is the most important need in a survival situation?**

Water
  
- ☐ **What are the five factors for selecting a hide site when evading the enemy?**
  - B -blends in with the surroundings
  - L -low in silhouette
  - I -irregular in shape
  - S -small in size
  - S -secluded.
  
- ☐ **What should you avoid when seeking shelter?**

Avoid using existing buildings or shelters.
  
- ☐ **What are the eight rules for avoiding detection?**
  1. Identify the threat's capabilities
  2. Avoid detection
  3. Use countermeasures against the enemy
  4. Apply realistic camouflage
  5. minimize movement
  6. Use decoys



7. continuously avoid detection
8. Avoid operational/terrain patterns.

☐ **What is a “Rally Point”?**

An area where a platoon or section moves when it has become dispersed.

☐ **When you move through tall grass, why do you change direction from time to time?**

To avoid being seen by the enemy.

☐ **What is a hole-up area?**

After hiding for several days, it is an area where you can recuperate and get or prepare food.

☐ **What is a Recon Patrols mission?**

To provide accurate information on the enemy and terrain.

☐ **When is it most feasible to travel while in a survival situation?**

At night

☐ **When should an evader attempt to contact friendly troops once near?**

When there is enough light to be identified by the friendly forces.

☐ **What are the three types of operation orders?**

1. Warning Order
2. Fragmentary Order
3. Operation Order.

☐ **What are the five parts to a combat order?**

1. Situation
2. Mission
3. Execution
4. Service Support
5. Command & Control.

☐ **When marching on roads during daylight hours, what is the recommended distance between soldiers?**

- 2-5 meters between soldiers
- 50 meters between platoons
- 100 meters between companies.

☐ **When marching on roads during night hours, what is the recommended distance between soldiers?**

- 1-3 meters between soldiers
- 25meters between platoons
- 50 meters between companies.

☐ **When constructing a defensive position as a platoon or squad, what should the rest of the platoon or squad be doing?**

Providing Security

☐ **What is a patrol?**

Operations conducted to gather mission critical information.

☐ **What is “manually supporting fire”?**

When weapons are placed in support of neighboring fighting positions (interlaced fields of fire).

☐ **What are the three types of movement techniques used in combat?**

1. High-crawl

2. Low-crawl
3. Rush.

☐ **When marching, what is the distance that should be covered during the night on a road or cross country?**

- Road = 3.2kilometers per hour
- Cross Country = 1.6kilometers per hour

☐ **When marching, what is the distance that should be covered during daylight hours on a road or cross country?**

- Road = 4 kilometers per hour
- Cross Country = 2.4 kilometers per hour

☐ **How long does it take for your eyes to develop their "night vision"?**

About 30 minutes

☐ **What formation is normally used during tactical road marches?**

Column of two, one file on each side of the road

## Camouflage and Concealment

---

- ☐ **What are the purposes of camouflage, cover and concealment?**  
Deny enemy ground or air observation of your unit, equipment and position. Deny enemy intelligence the knowledge of your presence, positions, units and equipment
- ☐ **What Army Field Manual covers Camouflage, Concealment, and Decoys?**  
FM 20-3
- ☐ **What is meant by camouflage?**  
Measures taken to conceal yourself, your equipment, or your position from enemy observation
- ☐ **When a position cannot be cited under natural cover, what should be used?**  
Camouflage nets
- ☐ **There are two types of cover and concealment. What are the two types?**
  1. Natural cover - ravines, hollows, reverse slopes, bushes, grass and shadows
  2. Artificial cover - foxholes, trenches, walls, burlap, nets, or natural materials that are moved from their original spots, such as leaves bushes, or grass
- ☐ **When do you camouflage a fighting position?**  
Camouflage as you prepare it
- ☐ **What is cover?**  
Physical protection from bullets, fragments of exploding rounds, flame, nuclear effects and biological and chemical agents.
- ☐ **What is concealment?**  
Protection from enemy observation
- ☐ **What do you do with the excess dirt when digging a fighting position?**  
Take excess dirt away from the position to the rear
- ☐ **What is one of the key factors of good camouflage?**  
Blending
- ☐ **Give several examples of materials, which can be used to camouflage both you and your equipment, whether artificial or natural.**  
Leaves, bushes, grass, etc. You can use mud, but only in emergencies because as mud dries it changes color and can peel off exposing the areas that were covered
- ☐ **If you are in a position and decide to build a fire what has to be taken into consideration?**  
It cannot be seen or smelled by the enemy
- ☐ **What are the eight basic factors of recognition in camouflaging your equipment?**
  1. Position
  2. Shine
  3. Shadow
  4. Color
  5. Texture
  6. Height
  7. Tone
  8. Location
- ☐ **How often should you change the camouflage when using natural material?**

When it doesn't look natural and blend in with the natural surroundings

- ☐ **What are the three standard camouflage face paint sticks?**
  1. Loam and light green: for all troops, in areas with green vegetation
  2. Sand and light green: for all troops in areas lacking green vegetation
  3. Loam and White: for all troops in snow covered terrain
- ☐ **How do you camouflage your clothes and LBE?**

Clothes, LBE and other weapons and equipment will have outlines altered by irregular patterns added to blend with the predominant color of the background in the area
- ☐ **After camouflaging your position what should you do?**

Inspect it from the enemy's viewpoint at least 35 meters forward
- ☐ **Individual camouflage is the direct responsibility of whom?**

The individual soldier
- ☐ **What do you do with tracks that lead into your position?**

Cover or brush them
- ☐ **What must you study to properly camouflage yourself and your equipment?**

Terrain and equipment
- ☐ **In the absence of material what can be used to camouflage equipment?**

Rubber bands and burlap strips can be used to secure material to equipment
- ☐ **What diminishes shine from steel helmets?**

Texturing
- ☐ **In camouflaging defensive position what is the best way to approach?**

From the rear to prevent trail marks into position
- ☐ **When digging a fighting position, what must you do with the dirt you dig out?**

Use it to prepare a parapet
- ☐ **What are the six principles of camouflage?**
  1. Light
  2. Heat
  3. Noise
  4. Spoil
  5. Trash
  6. Movement
- ☐ **Where should live foliage be gathered?**

As far as possible behind your position, so the enemy cannot see where it has been taken from.
- ☐ **Why shouldn't you use mud to camouflage if possible?**

Because mud will crack, flake, and fade as it dries
- ☐ **What are two types of cover?**
  1. Natural
  2. Man-made
- ☐ **What are some examples of Natural cover?**
  - Logs
  - Trees
  - Stumps

- Ravines
- Hollows

☐ **What are some examples of Man-made cover?**

- Fighting positions
- Trenches
- Walls
- Rubble
- Craters

☐ **What is the definition of camouflage?**

To conceal, disguise, or to minimize detection/identification of troops, weapons, or equipment.

☐ **Give some examples of natural concealment?**

- Tree limbs
- Bushes
- Grass
- Shadows.

☐ **What eight factors do you use when making an object blend with its background?**

1. Shape
2. Shadow
3. Color
4. Texture
5. Movement
6. Temperature
7. Pattern
8. Radar Return

☐ **What are some things that can be used as part of your individual camouflage when sticks are not present?**

- Burnt cork
- Bark Charcoal
- Light colored
- Black mud (Mud is the least preferred because it will dry and crack)

## Maintenance

---

- ☐ **What DA PAM covers The Army Maintenance Management System (TAMMS)?**  
DA PAM 750-8
- ☐ **What DA PAM is the Guide for Motor Pool Operations?**  
DA PAM 750-35
- ☐ **What Army Regulation covers the Army Materiel Maintenance Policy and Retail Management?**  
AR 750-1
- ☐ **What are the 4 levels of Maintenance?**
  1. Unit
  2. Direct support
  3. General support
  4. Depot
- ☐ **What does PMCS stand for?**  
Preventative Maintenance Checks and Services
- ☐ **When is a PMCS required to be performed?**  
Before, during and after the operation of a piece of equipment and also at weekly and monthly intervals
- ☐ **What is a TM?**  
A Technical Manual, outlines the specific scope of repairs on equipment
- ☐ **What is a DD Form 314?**  
Preventative Maintenance Schedule Record
- ☐ **What series of manuals refer to organizational maintenance?**  
The 20 series
- ☐ **What forms are contained in the equipment record folder when the vehicle is dispatched?**
  - DA Form 2404- Equipment inspection and maintenance worksheet
  - SF 91- Operator's report of motor vehicle accident
  - DD Form 518- Accident ID card
  - DD Form 1970- Vehicle utilization record
  - SF 96- Vehicle accident report form
- ☐ **Who is required to perform a PMCS?**  
Every operator who is assigned a piece of equipment
- ☐ **What does TAMMS stand for?**  
The Army Maintenance Management System
- ☐ **What forms are filled out at the time of dispatch?**
  - DD Form 1970- Vehicle utilization record
  - DA Form 2401- Organizational control record for equipment
- ☐ **What DA Form do you use to order parts?**  
DA Form 2765
- ☐ **What is the DA Form 2407 used for?**  
To request support maintenance on a piece of equipment

- ☐ **What type of manual is used to perform operator level PMCS?**  
The operator's manual (10 series)
- ☐ **Before a vehicle can be dispatched, what safety equipment must be present?**  
Fire extinguishers (up to date inspection tags), complete first aid kit and highway warning kit
- ☐ **What status symbol faults cannot be entered onto DA Form 2408-14 (Uncorrected Fault Record)?**  
Any X faults
- ☐ **What is a class 1 leak?**  
Seepage of fluid not great enough to form drops
- ☐ **What does PLL mean?**  
Prescribed Load List
- ☐ **What is a class 2 leak?**  
Seepage of fluid great enough to form drops, but not great enough to cause the drops to fall during inspection
- ☐ **What does NOR mean?**  
Not Operationally Ready
- ☐ **What is a class 3 leak?**  
Seepage of fluid great enough to form drops and drip during inspection
- ☐ **How many days does a basic PLL load sustain a unit in combat?**  
15 days
- ☐ **What does the Acronym MAIT stand for?**  
Maintenance Assistance and Instruction Team

## Communications

---

- ☐ **What does SOI stand for?**  
Signal Operation Instructions
- ☐ **What percent of slack should you allow when laying WD1 wire?**  
20 percent
- ☐ **What Field Manual covers Signal Support in the Airland Battle?**  
FM 24-1
- ☐ **What Field Manual covers Tactical Single-Channel Radio Communications Techniques?**  
FM 24-18
- ☐ **What is COMSEC?**  
COMmunications SECurity
- ☐ **How deep should you dig when laying WD1 wire under hard-packed dirt roads?**  
6 to 12 inches
- ☐ **What is OPSEC?**  
OPerational SECurity
- ☐ **List 5 factors that affect the range of radio equipment?**
  - Weather
  - Terrain
  - Antenna
  - Power
  - Location
- ☐ **What does NCS stand for?**  
Net Control Station
- ☐ **What is the range of a TA-1 field phone?**  
1 mile
- ☐ **What device is used to enter HOPSET and TSEC info into the SINCGARS RT?**  
A MX-10579 ECCM Fill Device
- ☐ **How deep should you dig WD1 wire in loose or sandy soil?**  
At least 3 feet
- ☐ **BA30 batteries should be installed how, in a field phone?**  
1 up 1 down
- ☐ **What is an AN/PRC-68?**  
A type of Squad radio small unit transceiver
- ☐ **What is the first thing you do before sending a radio message?**  
Listen to see if the Net is clear
- ☐ **What is WD-1?**  
Communications field wire
- ☐ **How many volts are in a TA-1 field phone when squeezed?**



100 volts

- ☐ **What does SINGARS stand for?**  
SINgle Channel Ground/Airborne Radio System
- ☐ **WD1 wire must be how high above a road crossing?**  
At least 18 ft
- ☐ **How much tape should you use when taping a splice?**  
At least 4 inches
- ☐ **What does MIJI stand for?**  
Meaconing, Intrusion, Jamming and Interference
- ☐ **How far beyond each side of the road should wire be buried?**  
At least 2 ft
- ☐ **What do the letters AN and PRC stand for?**  
Army/Navy and Portable Radio Communicator
- ☐ **What is the maximum effective distance of a TA-312 field phone in wet and dry climates?**
  - Wet - 14 miles
  - Dry -22 miles
- ☐ **How much does the AN/PRC 77 weigh?**  
About 25 lbs
- ☐ **What is the approximate range of the AN/PRC 77?**  
5 to 8 KM
- ☐ **How many channels does the AN/PRC 77 have?**  
920
- ☐ **What does CB, LB, and CBS stand for on a TA-312 field phone?**
  - CB-common battery
  - LB-local battery
  - CBS- common battery signaling
- ☐ **What type of knot do you use when repairing WD1 wire?**  
A square knot
- ☐ **How much WD1 wire is on a donut roll (MX306)?**  
1/2 mile
- ☐ **How much WD1 wire is on a DR8 reel?**  
1/4 mile
- ☐ **Which means of communication is least secure?**  
Radio
- ☐ **Which means of communication is most secure?**  
Messenger
- ☐ **Most infantry radios are ?? Modulated?**  
FM
- ☐ **What information is contained in the SOI?**

Frequencies, current call signs and suffixes

☐ **What are five methods of communication?**

1. Radio
2. Sound
3. Visual
4. Messenger
5. Wire

☐ **What does the “W” and “D” stand for in “WD-1” Wire?**

Wire Drum

☐ **What does EPLRS Stand for?**

Enhanced Position Location Reporting System

☐ **What does ASIP stand for?**

Advanced Systems Improvement Program

## Supply Economy

---

- ☐ **What is "Supply Economy"?**  
Stopping haste, waste, and abuse of supplies, use only what is necessary
- ☐ **Who is responsible for Supply Economy?**  
All individuals who deal with Army supplies
- ☐ **What is a Report of Survey?**  
A document/investigation for recording the circumstances concerning the loss, damage, or destruction of Army property
- ☐ **If you lose or damage a piece of equipment and are required to pay for it, what is the action taken?**  
Statement of Charges
- ☐ **What are Expendable Supplies?**  
Supplies that are expended in one use i.e. (paint, paper, fuel, etc.)
- ☐ **What is the purpose of the Army Clothing Allowance?**  
To replace initial issue items that become unserviceable
- ☐ **How long must a soldier be in the Army to receive a clothing allowance?**  
At least 6 months
- ☐ **When does a soldier receive clothing allowance?**  
On the anniversary month he/she entered the Army every year
- ☐ **What is a Gratuitous Issue?**  
Replacement of clothing items that are lost, damaged, destroyed, or otherwise rendered useless due to no fault of the individual and at no cost
- ☐ **When initiating a "Report of Survey", what is the time constraint?**  
within 15 calendar days after the discovery of the discrepancy
- ☐ **What publication addresses the proper fit of Army uniforms and footwear?**  
TM 10-227 (Fitting of Army Uniforms and Footwear, 30 Dec 2000)
- ☐ **When you sign a hand receipt, what does your signature establish?**  
Direct responsibility of the equipment
- ☐ **Before signing a hand receipt what should you do?**  
Inspect the equipment for accountability and serviceability
- ☐ **How many classes of supplies are there?**  
10
- ☐ **What are some of the classes?**  
Class I= Rations  
Class II= Clothing and Equipment  
Class III= Fuels and Lubricants  
Class IV= Fortification Material  
Class V= Ammunition and explosives
- ☐ **What is the form number for a permanent Hand-Receipt?**

DA Form 2062

- ☐ **How many days does it take to initiate a report of survey?**  
5 days
- ☐ **Name four ways you can be relieved from accountability of property?**  
Report of Survey, Statement of Charges, Cash collection voucher, Turn-In
- ☐ **What is a DA Form 4697?**  
Report of Survey
- ☐ **What publication covers the accounting for lost, damaged and destroyed property?**  
AR 735-5

## Appendix A: Chain Of Command

---

For a current list of Army Leadership, visit: <http://www.army.mil/leaders/>

- ☐ - **Commander-In-Chief** \_\_\_\_\_
- ☐ - **Secretary of Defense** \_\_\_\_\_
- ☐ - **Secretary of the Army** \_\_\_\_\_
- ☐ - **Chairman, Joint Chiefs Of Staff** \_\_\_\_\_
- ☐ - **Army Chief Of Staff** \_\_\_\_\_
- ☐ - **Theatre Commander** \_\_\_\_\_
- ☐ - **Corps Commander** \_\_\_\_\_
- ☐ - **Division Commander** \_\_\_\_\_
- ☐ - **Brigade Commander** \_\_\_\_\_
- ☐ - **Battalion Commander** \_\_\_\_\_
- ☐ - **Company / Troop Commander** \_\_\_\_\_
- ☐ - **Platoon Leader** \_\_\_\_\_
- ☐ - **Section / Squad / Team Leader** \_\_\_\_\_

## Appendix B: NCO Support Channel

---

- ☐ - Sergeant Major of the Army \_\_\_\_\_
- ☐ - Theatre CSM \_\_\_\_\_
- ☐ - Corps CSM \_\_\_\_\_
- ☐ - Division CSM \_\_\_\_\_
- ☐ - Brigade CSM \_\_\_\_\_
- ☐ - Battalion CSM \_\_\_\_\_
- ☐ - Company 1SG \_\_\_\_\_
- ☐ - Platoon Sergeant \_\_\_\_\_
- ☐ - Section / Squad / Team Leader \_\_\_\_\_

## Appendix C: Army History Timeline

---

Date	Event
<b>1775-1783</b>	The Revolutionary War
<b>1775 May 10</b>	The Battle of Fort Ticonderoga (The action for which the Army was awarded it's first battle streamer)
<b>1775 Jun 14</b>	The infantry branch was established in the U.S. Army. The U.S. Army was created by the Second Continental Congress. Six Companies of expert riflemen formed in Pennsylvania, Two in Maryland and Two in Virginia
<b>1775 Jul 03</b>	George Washington became the first Commander in Chief of the Continental Army
<b>1776 Jul 04</b>	The Declaration of Independence was established
<b>1778</b>	During the winter the Army received it's first real training by a former Prussian Officer named Baron Friedrich Von Steuben at Valley Forge
<b>1787</b>	The Constitution of the United States was written (Ratified in 1789)
<b>1812-1815</b>	The war of 1812
<b>1861-1865</b>	The Civil War
<b>1862 Jul 12</b>	The Medal of Honor was established by a Congressional Act
<b>1898</b>	The United States emerged as a world power with the outbreak of the Spanish American War
<b>1903 Aug 16</b>	The first Chief of Staff of the Army took office
<b>1908</b>	LT. Edmund L. Gruber composed the "Caisson Song" which was later to be known as "the Army goes rolling along". It was dedicated on Veterans day of 1956 by the Secretary of the Army.
<b>1926</b>	Congress changed the name of the Air Service to the Army Air Corp
<b>1931 Mar 03</b>	"The Star Spangled Banner" officially became the National Anthem by law (title 36, U.S. Code 170)
<b>1941 Dec 07</b>	The Japanese attacked Pearl Harbor
<b>1944 Jun 06</b>	D-Day, France was liberated when the U.S. and it's Allies stormed Normandy Beach (the password used was "Mickey Mouse") The official name of the operation was "Operation Overlord"
<b>1945 May 12</b>	VE-Day, Germany surrendered
<b>1945 Aug 06</b>	The 1st atomic bomb was dropped on Hiroshima, Japan (dropped by a plane named the Enola Gay)
<b>1945 Aug 09</b>	The 2nd atomic bomb was dropped on Nagasaki, Japan
<b>1947</b>	The Department of the Army was established by the National Security Act of 1947. It was previously known as the War Department.
<b>1947 Sep</b>	The Air Force separated from the Army
<b>1949 Aug 10</b>	Department of Defense was created
<b>1950 May</b>	The Uniform Code of Military Justice was enacted
<b>1955 Aug 17</b>	President Eisenhower signed the Code of Conduct
<b>1956 Jun 14</b>	The Army flag was dedicated. Also the 181st Anniversary of the U.S. Army
<b>1956 Nov 11</b>	The army song "The Army Goes Rolling Along" was dedicated by the Secretary of the Army. It was not officially announced until Dec 12, 1957. Originally known as the "Caisson Song", it was composed by LT. Edmund L. Gruber in 1908
<b>1957 Dec 12</b>	The army officially announced "The Army goes rolling along" was the Official U.S. Army song. The song originally written by LT. Edmund L. Gruber in 1908 was originally known as the "Caisson Song" and was dedicated in 1956 by the Secretary of the Army.

<b>1959</b>	The draft was extended until this year due to the outbreak of the Korean war
<b>1966 Jul 04</b>	The position of Sergeant Major of the Army was established
<b>1968</b>	The Tet Offensive, the full scale assault on all major South Vietnamese cities by the enemy
<b>1968</b>	The American spy ship "USS Pueblo" was captured by the North Korean Forces
<b>1973</b>	The majority of American troops pulled out of Vietnam
<b>1983 Oct 25</b>	The Grenada Operation commenced
<b>1989</b>	Operation Just Cause - In December 1989, U.S. Army forces supported by the U.S. Air Force and U.S. Navy, participated in Operation Just Cause - the invasion of Panama. Ground forces, consisting of combat elements of the XVIII Airborne Corps, the 82nd Airborne Division, the 7th Infantry Division, the 75th Ranger Regiment, a Joint Special Operations Task Force and U.S. Marines, executed a night assault into Panama
<b>1991 Jan</b>	Marlin Fitzwater announces, "The liberation of Kuwait has begun..." The air war started Jan 17 at 2:38 a.m. (local time) or January 16 at 6:38PM EST due to an 8-hour time difference, with an Apache helicopter attack. US warplanes attack Baghdad, Kuwait and other military targets in Iraq.
<b>1992 Feb 1</b>	US and Russia sign a treaty officially ending the Cold War
<b>2001 Sept 11</b>	Attacks Begin on United States Targets. Also known as 9-11
<b>2001 Sept 14</b>	Operation Noble Eagle Begins
<b>2001 Oct 07</b>	Operation Enduring Freedom Begins
<b>2002 Jan 06</b>	Joint Task Force Guantanamo Begins
<b>2003 Mar 19</b>	Operation Iraqi Freedom Begins



## **Appendix D: Code of Conduct**

---

I- I am an American, fighting in the forces which guard my country and our way of life. I am prepared to give my life in their defense.

II- I will never surrender of my own free will. If in command, I will never surrender the members of my command while they still have the means to resist.

III- If I am captured I will continue to resist by all means available. I will make every effort to escape and to aid others to escape. I will accept neither parole nor special favors from the enemy.

IV- If I become a prisoner of war, I will keep faith with my fellow prisoners. I will give no information or take part in any action which might be harmful to my comrades. If I am senior, I will take command. If not, I will obey the lawful orders of those appointed over me and will back them up in every way.

V- When questioned, should I become a prisoner of war, I am required to give name, rank, service number, and date of birth. I will evade answering further questions to the utmost of my ability. I will make no oral or written statements disloyal to my country and its allies or harmful to their cause.

VI- I will never forget that I am an American, fighting for freedom, responsible for my actions, and dedicated to the principles which made my country free. I will trust in my God and in the United States of America.

## Appendix E: General Orders

---

- 1- I will guard everything within the limits of my post and quit my post only when properly relieved.
- 2- I will obey my special orders and perform all my duties in a military manner.
- 3- I will report violations of my special orders, emergencies, and any thing not covered in my instructions to the commander of the relief.

### General Orders Explained:

General Order Number 1 gives you responsibility for everything that occurs within the limits of your post while you are on duty. You must investigate immediately any unusual or suspicious occurrence on or near your post, provided you do not have to leave your post to do so. You must apprehend all suspicious persons, using only necessary force to overcome resistance. If you should require relief for any purpose, you must contact the commander of the relief for instructions.

General Order Number 2 also requires you to perform your duties in a military manner, to be courteous to all, and to speak to no one, except in the line of duty. You must maintain an erect and soldierly bearing, carrying your weapon as instructed by the commanding officer or commander of the guard. You must salute individuals according to Army regulations. The special orders will tell you whether and when to challenge.

General Order Number 3 requires you to report all special order violations and emergencies. In case of a fire on or near your post, you should call, "Fire, post number \_\_\_\_." You should alert the occupants if the fire is in an occupied building, and should give the alarm or make sure one is given. If possible, extinguish the fire. Help direct fire-fighting apparatus to the fire. If a disturbance occurs that requires assistance, call, "The guard, post number \_\_\_\_." If the danger is great, fire your weapon into the air three times in rapid succession.

## **Appendix F: NCO Creed**

---

No one is more professional than I. I am a Noncommissioned Officer, a leader of soldiers. As a Noncommissioned Officer, I realize that I am a member of a time honored corps, which is known as "The Backbone of the Army."

I am proud of the Corps of Noncommissioned Officers and will at all times conduct myself so as to bring credit upon the Corps, the Military Service and my country regardless of the situation in which I find myself. I will not use my grade or position to attain pleasure, profit, or personal safety.

Competence is my watch-word. My two basic responsibilities will always be uppermost in my mind - accomplishment of my mission and the welfare of my soldiers. I will strive to remain tactically and technically proficient. I am aware of my role as a Noncommissioned Officer. I will fulfill my responsibilities inherent in that role. All soldiers are entitled to outstanding leadership; I will provide that leadership. I know my soldiers and I will always place their needs above my own. I will communicate consistently with my soldiers and never leave them uninformed. I will be fair and impartial when recommending both rewards and punishment.

Officers of my unit will have maximum time to accomplish their duties; they will not have to accomplish mine. I will earn their respect and confidence as well as that of my soldiers. I will be loyal to those with whom I serve; seniors, peers and subordinates alike. I will exercise initiative by taking appropriate action in the absence of orders. I will not compromise my integrity, nor my moral courage. I will not forget, nor will I allow my comrades to forget that we are professionals, Noncommissioned Officers, leaders!

## **Appendix G: Charge to the NCO and NCO Vision**

---

### **Charge to the Noncommissioned Officer**

I will discharge carefully and diligently the duties of the grade to which I have been promoted and uphold the traditions and standards of the Army.

I understand that Soldiers of lesser rank are required to obey my lawful orders. Accordingly, I accept responsibility for their actions. As a Noncommissioned Officer, I accept the charge to observe and follow the orders and directions given by supervisors acting according to the laws, articles and rules governing the discipline of the Army, I will correct conditions detrimental to the readiness of therof. In so doing, I will fulfill my greatest obligation as a leader and thereby confirm my status as a noncommissioned officer.

### **NCO Vision**

An NCO Corps, grounded in heritage,  
values and tradition, that embodies the  
warrior ethos; values perpetual learning;  
and is capable of leading, training and  
motivating soldiers.

We must always be an NCO Corps that  
Leads by Example  
Trains from Experience  
Maintains and Enforces Standards  
Takes care of Soldiers  
Adapts to a Changing World

Effectively Counsels and Mentors Subordinates  
Maintains an Outstanding Personal Appearance  
Disciplined Leaders Produce Disciplined Soldiers

-SMA Jack L. Tilley  
12th Sergeant Major of the Army

## **Appendix H: The Soldiers Creed**

---

I am an American Soldier.

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

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

I am disciplined, physically and mentally tough, trained and proficient in my warrior tasks and drills. I always maintain my arms, my equipment and myself.

I am an expert and I am a professional.

I stand ready to deploy, engage, and destroy the enemies of the United States of America in close combat.

I am a guardian of freedom and the American way of life.

I am an American Soldier

## Appendix I: Board Prep Guide

---

Prepared by: MSG Randall High, U.S. Army (ret)

### Introduction

If you are scheduled to appear before a Soldier/NCO board or a promotion board, you should know that the competition will be intense. The good news is that, since you have been selected you are considered to be one of the best soldiers in your troop or company. Regardless of which type of board you are going to attend, this guide will help you arrange your preparation.

#### 1. REVIEW YOUR RECORDS

You should schedule a records review at least 21 days prior to your board appearance. Your Official Military Personnel File (OMPF) is available to you online if you have an Army Knowledge Online (AKO) account. The items you will need to check are: correspondence course completion documentation, military and civilian course/school certification, awards, duty positions, assignments, time in service, time in grade, letters, etc. It's a good idea to maintain a paper copy of your personal records. Bring this documentation to the record review. At the records review examine your DA Forms 2A and 2-1, Military Personnel Records Jacket (MPRJ), to ensure your information is correct and/or updated.

**Note for sergeants seeking promotion to staff sergeant;** Sergeants should understand promotion board members are generally instructed to pay close attention to special and additional duty assignments. Boards are also tasked to consider evidence of a sergeant's initiative and performance in leadership positions and/or in jobs with increasing levels of responsibility. The NCOER is the primary document the board will use to determine leadership potential. Sergeants should always pay close attention to their NCOER and other documentation to ensure their duty performance is properly recorded. Remember board members are looking for NCOs who can lead effectively, not simply meet requirements.

#### 2. STUDY AND PREPARATION

1. Obtain a study guide. The purpose of a study guide is to make you aware of the type of questions that board members may ask and to put the material in a "user friendly" format for study. The questions in any study guide should not be considered to be the only questions a board will ask. Some units provide a basic study guide for their soldiers. Study guides can also be purchased at the PX. One excellent study resource is the U.S Army Board Study Guide ([www.armystudyguide.com](http://www.armystudyguide.com)). This is a free and very comprehensive online study guide.
2. Seek counsel; other soldiers in your unit who have previously been to "the board" can provide you with a wealth of valuable information. They will be able to tell you about the process, the types of questions asked and their views on what the board members are looking for. Additionally, they can participate in a mock board to help you prepare yourself (see mock boards). Knowing what to expect can help to ease your nerves and prevent you from being surprised by unexpected questions and situations.
3. Know your unit's history, meaning of the unit crest and the unit's current mission.
4. If being considered for promotion, know the MOS and skill level that you are being recommended for. Be familiar with the Soldier's Manual and be proficient in the duties required of that skill level.
5. Be prepared to express yourself on current events (world and national and local level). Pay close attention to news programs and read the daily newspaper at least a week prior to, and up to the date of the board.

#### 3. UNIFORM

1. Ensure your uniform is in accordance with AR 670-1 (AR 670-1 and most common Army Regulations can be found on line). Check the fit and location of sewn-on items to ensure

that they are in compliance. Common uniform deficiencies are: poorly placed or frayed rank insignia and unit patch, sleeves or pant legs that are too long or short, or a coat that is too tight. Once uniform deficiencies are identified, send your uniform in for alterations and cleaning as soon as possible. If you are planning on attending future Soldier/NCO boards it could be worthwhile to purchase a polyester class A uniform. This uniform presents an outstanding appearance and will set you apart from your peers.

2. Awards and decorations: Set up your uniform in accordance with AR 670-1. Use a ruler to check placement of awards and decorations. All authorized awards and decorations should be clean, and be properly positioned on the uniform. Brass must be of the authorized type, highly shined, and correctly positioned. The name tag must be in accordance with the regulation and properly positioned on the uniform. Check that the unit crests are clean and properly positioned. If any items are scratched, faded, worn, discolored or dirty, replace them. Remove loose threads. Double-check the precedence for your awards. You may want to ask your supervisor or platoon sergeant to inspect your uniform. Once you are sure everything is correct, place it in a garment bag or cover until you are ready to put it on for the board.
3. Class A shirt and tie: Check to ensure that your shirt collar is clean and fits properly. A common mistake is to wear a shirt that is too tight or too loose in the neck. To determine the proper collar size; measure around your neck just above your collar bone, leaving 1 to 2 fingers between the tape and your neck, and round up to the nearest 1/2 inch. Ensure your tie is clean and pressed (a clip-on tie is not recommended).
4. Footgear: must be in good repair and highly shined to include the edge of shoes and soles painted with sole dressing. Also, ensure shoes are properly laced, not cracked, and heels are not worn down.
5. ID and head gear: Make sure you have your military ID card and that your ID tags are on a double chain and are around your neck. Check that the head gear is clean and the unit crest is properly positioned.
6. Grooming: Prior to the board, get a fresh haircut and ensure sideburns and mustache are properly trimmed and in accordance with current Army policy. Ensure all jewelry is in accordance with current Army policy as well. It is advisable to limit jewelry to a wristwatch (and wedding band if married).

#### 4. **ORAL EXPRESSION, CONVERSATION SKILLS, and BOARD INTERACTION**

1. During a board appearance your ability to articulate your knowledge and opinions is a combination of good preparation and your vocabulary. Board members will prefer an individual who is comfortable within their own vocabulary level over a soldier who is always searching for word at the level above. Bottom line, speak normally and don't try to use unfamiliar words to depict your thoughts and answers to questions.
2. Opening Statement; the truth about board interviewing is that it is weighed heavily toward first impressions; therefore the opening statement is very important. Most boards require or will entertain an opening statement.
3. An opening statement will take some time to put together and should include positions held, jobs performed, military and civilian education, duty stations, significant accomplishments, and future goals. The opening statement should be written and organized into three parts as follows:
  1. Part one is a summary of your career to date (one to two sentences). In other words, your career needs to be condensed into a couple of concise sentences that encapsulates the most important aspects of your career. You may start with where you entered the service, and continue to your current assignment (dates are not important). For example; "Sergeant Major, I have an opening statement" ... "I enlisted in the Army in Fort Worth, Texas, attended 19K OSUT at Fort Knox, Kentucky, I am currently assigned to A Company 1/63 Armor."
  2. Part two should be a summary of your accomplishment(s) (one to three sentences). These should be things that you are proud of and that you feel will also capture the attention of the board members. The accomplishment(s) you chose should be easily explained, and clearly highlight the achievement. When stated correctly board members will want to inquire further, thus giving you an

opportunity to further discuss your significant achievements. For example; "During OSUT, I served as the Platoon Guide of the honor platoon. I was selected as an Excellence in Armor soldier....."

3. Part three is a summary of what you plan to do next in your career (one to three sentences). The third part may be more difficult to develop because an Army career typically spans a period of twenty plus years. This part needs to specifically address what you want to do next as well as briefly mention the highpoints of what you would like to achieve over the out years of your career. For example: "My short-term goals are to; achieve the promotion to Sergeant, and graduate PLDC with honors. My intermediate goals are to obtain a Bachelor's Degree in American History, Promotion to Staff Sgt, and attend and graduate the Master Gunner Course. My long-term goal is to retire from the Army as a Command Sergeant Major."
4. After you have the opening statement written in a draft form, ask your supervisor to review it for content and to suggest possible revisions.
5. Once you have the opening statement completed, practice reciting the statement until you are comfortable with it. Also, think about how you would expand on each point if asked to do so. When giving your opening statement to the board, remember to address the president of the board first, and at least once, look directly at all board members during your statement. If you adequately practice the opening statement it should help you feel relaxed and comfortable with the board process, and get you off to a good start.
4. Inappropriate Language: Make sure your grammar is professional and "watch your mouth". Many soldiers get in a stressful situation and can only express themselves with the use of profanity. Needless to say, this will not make a good impression during your board appearance. If you have this problem, you need to know that you can limit or even eliminate profanity from your conversations. One way you can do this is to ask peers and family members to remind you when you say a profane word. Once you become aware of the habit you can effectively change it. It will take an average of 30 days to completely get rid of profanity from your speech.

#### 5. **STANDARD PROCEDURES FOR APPEARING BEFORE THE BOARD AND INTERACTING WITH BOARD MEMBERS**

1. Reporting to the Board: Knock loudly on the door of the board room and enter when told to do so. Approach the president of the board using proper facing movements and position yourself in front of the president of the board. Halt at attention, render a hand salute, and report to the president of the board. Example: "Sir,/Ma'am" or "Sergeant Major, Specialist (Smith) reports". Hold your salute until the president returns it.
2. If asked to be seated, look over your shoulder, step to the rear with your left foot, and be seated. While seated, sit straight with both feet flat on the floor and approximately one foot apart. Place your hands comfortably on your thighs.
3. Opening statement: When you begin your opening statement address the president of the board, looking directly at him. At some point during the statement remember to also look directly at all board members.
4. Begin all statements to the board members by rank ("Sergeant Major," "First Sergeant," "Sergeant," or with whatever salutation is appropriate). Direct your answer to the person asking the question, maintaining eye-to-eye contact at all times. Speak loudly enough so that all board members will hear you. If you feel your voice start to waiver because of nervousness, take a breath and raise your voice slightly this will usually help to steady it.
5. Answering board member's questions.
  1. When answering questions; Use a natural tone and don't deviate from your normal speaking rate. Don't mumble or begin your reply with "uh", "well", "I think", or "I believe". This indicates indecisiveness. Whatever you do, don't continually reach for unfamiliar words to perfectly portray your thoughts and answers to questions.
  2. It is helpful and impressive to repeat the question as part of your answer. For example, "Sergeant, the five colors of a topographical map are..." If you answer a



question and the board member asks you "are you sure?" he or she is probably trying to see if you are indecisive and will change your answer. The best thing to do is to pause and think for a second, and then give your reply. If you think you have actually given the wrong answer, simply restate the members rank and reply with the corrected answer. Conversely, if you are confident in your original answer, state the members rank and "yes". Also, if a member responds to your answer with a follow-up probing question like "what do you mean?" or "can you explain that in depth?" they are just trying to see if you really know something about the subject or if you have just memorized answers from a study guide.

3. More that likely there will be some questions you will not know the answer to. Remember, if you don't know the answer say so! Example: "Sergeant, I do not know the answer to that question" or "Sergeant, I don't know the answer to that question, but I know the answer can be found in (give the appropriate AR, FM, TM etc.)." Also, never say "I'm sorry" when you find yourself unable to answer a question. Sometimes you may be unable to answer a particular question simply because you have never been in such a situation, if so say so. Of course if you don't understand the question, you can ask the board member to please repeat or rephrase it.
4. When asked your opinion, be sure you respond with your opinion (not what you think they want to hear). Board members do not penalize you for an opinion they do not agree with. They only want to evaluate your knowledge, and ability to intelligently present an opinion.
6. Departing the Board: Come to attention in front of the board president (if seated, stand and take a half step forward first). Render a hand salute to the president of the board and hold your salute until it has been returned. Leave the room using proper facing movements and close the door unless directed otherwise.

#### 6. **MOCK BOARDS (practice boards)**

1. Mock boards are a tremendously efficient way closely replicate the actual board experience, and therefore push your confidence up to the next level. Mock boards are used to help you work through your anxiety and become more confident and comfortable in the dialogue.
2. Mock board composition. Members of a mock board can be members of your platoon, and/or other personnel from your unit that have experience in this area. They will role play and ask the kinds of questions you can expect to encounter on the board. During the mock board you will respond to the questions as if it is an actual board appearance.
3. After you have completed the mock board, the members should offer you feedback on how you performed. Members should critique your body language, overall image, as well as your answer content. Their feedback should provide you with an objective measure of your level of discussion performance. For example, maybe you are not making enough eye contact or you tap your foot when you answer the questions. After you become more confident, most of your nervous gestures begin to disappear. It is a good idea to do at least one session in the uniform you will wear on the day of the actual board. That way the mock board members can also provide you with a full critique of your overall appearance.
4. Mock boards should be conducted in accordance with the standard procedures outlined in the following steps:
  1. Convene a Mock board consisting of at least three voting members and one nonvoting member (the recorder). The President of the Board is the senior member (role play an officer or senior enlisted). For mock promotion boards, all members of the board must role play at least one grade senior to those being considered for promotion (For example, for an E-5 promotion board, all of the members must role play an E-6 or above).
  2. Each mock board member will be assigned at least one subject area. Members will ask a series of questions pertaining to that area. Questions can be obtained from: study guides, TMs, FMs, Soldier's Manuals, Army Regulations and/or from

the U.S Army Board Study Guide ([www.armystudyguide.com](http://www.armystudyguide.com)):

**Board evaluation subject areas:**

- \* Personal appearance
  - \* Oral Expression and conversation skills
  - \* Knowledge of world and local affairs and current events
  - \* Awareness of military programs
  - \* Overall soldier knowledge (MOS Soldier's Manual, basic soldier knowledge, etc.)
  - \* Soldier's attitude
3. Members will take notes and subsequently provide constructive feed back to the board interviewee.

## Appendix J: Army Study Guide References

---

Listed below is some of the reference material which was used to help prepare this Study Guide. You should always reference the Army Regulations, Field Manuals and other sources when possible to gain a wider knowledge of the subject areas covered in this study guide and those that may be asked during your board. You can find many of the pubs commonly used to help prepare for boards by visiting <http://armystudyguide.com>.

### Army Programs: ▼

---

#### ASAP:

- ▢ AR 600-85 – Army Substance Abuse Program

#### ACS:

- ▢ AR 608-1 – Army Community Service Center

#### ACES:

- ▢ AR 621-5 – Army Continuing Education System  
<http://www.armycommunityservice.org>

#### AER:

- ▢ AR 930-4 – Army Emergency Relief  
<http://www.aerhq.org>

#### AFAP:

- ▢ AR 608-47 – Army Family Action Plan Program

#### EO:

- ▢ AR 600-20 Chapter 6 – Army Command Policy

#### Army Red Cross:

- ▢ AR 930-5 – American National Red Cross Service Program and Army Utilization

#### Army Retention Program:

- ▢ AR 601-280 – Army Retention Program

#### Army Safety Program:

- ▢ AR 385-10 – The Army Safety Program  
<http://safety.army.mil>

#### Sponsorship:

- ▢ AR 600-8-8 – The Total Army Sponsorship Program

#### CHAMPUS:

- ▢ AR 40-121 – Uniformed Services Health Benefits Program

#### NCODP:

- ▢ AR 350-17 – Noncommissioned Officer Development Program

### Weight Control: ▼

---

- ▢ AR 600-9 – The Army Weight Control Program

### Physical Fitness Training: ▼

---

- ▢ FM 21-20 – Physical Fitness Training
- ▢ AR 350-1 Chapter 1 Section 21 – Army Training and Education

### Weapons: ▼

---

#### M136 AT4:

- ▢ FM 3-23.25 Chapter 3 – Light Antiarmor Weapons

#### M16/A2 and M4 Rifle

- ▢ FM 3-22.9 – Rifle Marksmanship M16A1, M16A2/A3, M16A4, and M4 Carbine

#### M18A1

- ▢ FM 23-23 – Antipersonnel Mine, M18A1 and M18 (Claymore)

#### M2:

- ▢ FM 3-22.65

#### M203:

- ▢ FM 3-22.31 – 40-mm Grenade Launcher

#### M240B:

- ▢ FM 3-22.68 – Crew-Served Machine Guns, 5.56-mm AND 7.62-mm

#### M249:

- ▢ FM 3-22.68 - Crew-Served Machine Guns, 5.56-mm AND 7.62-mm

#### M60:

- ▢ FM 3-22.68 - Crew-Served Machine Guns, 5.56-mm AND 7.62-mm

#### M72:

- ▢ FM 3-23.25 – Light Antiarmor Weapons

#### M9:

📄 FM 3-23.35

**MK19:**

📄 FM3-22.27 – MK-19 Grenade Machine Gun

**Grenades:**

📄 FM 3-23.30 – Grenades and Pyrotechnic Signals

**Uniforms: ▼**

---

📄 AR 670-1 – Wear and Appearance of Army Uniforms and Insignia

📄 AR 600-8-22 – Military Awards

**Awards and Decorations: ▼**

---

📄 AR 600-8-22 – Military Awards

📄 AR 670-1 – Wear and Appearance of Army Uniforms and Insignia

**Chain of Command: ▼**

---

📄 AR 600-20 – Army Command Policy and Procedures

**Counseling: ▼**

---

📄 FM 22-100 Appendix C – Army Leadership; Be, Know, Do.

**Leadership: ▼**

---

📄 FM 22-100 – Army Leadership; Be, Know, Do

**NCO Duties: ▼**

---

📄 FM 7-22.7 – The Army Noncommissioned Officer Guide

**NCOER: ▼**

---

📄 AR 623-205 – Noncommissioned Officer Evaluation Reporting System

**Enlisted Promotions and Reductions: ▼**

---

📄 AR 600-8-19 – Enlisted Promotions and Reductions

**Leaves and Passes: ▼**

---

📄 AR 600-8-10 – Leaves and Passes

**Military Justice: ▼**

---

📄 AR 27-10 – Military Justice

📄 FM 27-10 – The Law Of Land Warfare

**Code of Conduct: ▼**

---

📄 AR 350-30 – Code of Conduct / Survival, Evasion, Resistance and Escape (SERE) Training

**Geneva Convention: ▼**

---

📄 DA PAM 27-1

📄 DA PAM 27-25

**Guard Duty: ▼**

---

📄 FM 22-6 – Guard Duty

**Customs and Courtesies: ▼**

---

📄 AR 600-25 – Salutes, Honors and Visits of Courtesy

📄 FM 3-21.5 – Drill and Ceremonies

**Drill and Ceremony: ▼**

---

📄 FM 3-21.5 – Drill and Ceremonies

**Flags: ▼**

---

📄 AR 600-25 – Salutes, Honors and Visits of Courtesy

📄 AR 840-10 – Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates

📄 FM 3-21.5 – Drill and Ceremonies

**Battle Focused Training: ▼**

---

📄 FM 7-1 – Battle Focused Training

**Training the Force: ▼**

---

📄 FM 7-0 – Training The Force

**Map Reading / Land Navigation: ▼**

---

📄 FM 3-25.26 – Map Reading and Land Navigation

📄 FM 101-5-1 – Operational Terms and Graphics

**First Aid: ▼**

---

📄 FM 4-25.11 – First Aid

**C.B.R.N.: ▼**

---

📄 FM 3-11 – (superceded FM 3-100) Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical Defense Operations

📄 FM 3-11.4 – Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection

📄 FM 3-5 – NBC Decontamination

📄 FM 3-7 – NBC Field Handbook

---

**Unit Field Sanitation: ▼**

---

- 📄 FM 4-25.12 – Unit Field Sanitation Team
- 📄 FM 21-10 – Field Hygiene and Sanitation

---

**Physical Security: ▼**

---

- 📄 FM 3-19.30 – Physical Security
- 📄 AR 190-13 – The Army Physical Security Program

---

**Security and Intelligence: ▼**

---

- 📄 AR 380-5 – Department of the Army Information Security Program

---

**Survival: ▼**

---

- 📄 FM 21-76 - Survival

---

**Camouflage and Concealment: ▼**

---

- 📄 FM 20-3 – Camouflage, Concealment and Decoys

---

**Maintenance: ▼**

---

- 📄 DA PAM 750-8 – The Army Maintenance Management System (TAMMS)
- 📄 DA PAM 750-35 – Guide for Motor Pool Operations
- 📄 DA PAM 750-1 – Leader's Unit Level Maintenance Handbook
- 📄 AR 750-1 – Army Materiel Maintenance Policy and Retail Management

---

**Communications: ▼**

---

- 📄 FM 24-1 – Signal Support in the Airland Battle
  - 📄 FM 24-18 – Tacticle Single Channel Radio Communications Techniques
- 

---

**ArmyStudyGuide.com Changes: ▼**

---

The ArmyStudyGuide.com development team has been putting in long hours to add many new features and enhance current features on the site.

We have added the following:

- An audio version of our study guide
- Quizzes for different subjects
- A new more robust Community platform
- Printer Friendly Pages
- Email A Friend Feature
- A new "update newsletter" list.

If you have any questions, direct them towards your peers at the ArmyStudyGuide.com Community. Thousands of Soldiers and NCOs visit the Forum and in most cases, your questions are responded to in less than a few hours.

<http://community.armystudyguide.com>

---

**Please send questions that you feel should be added to the study guide, along with corrections and updates to [armystudyguide@gmail.com](mailto:armystudyguide@gmail.com).**

**Thank you for using this Study Guide.**

**- The ArmyStudyGuide.com Dev. Team**