25th INFANTRY DIVISION AND SCHOFIELD BARRACKS

Blue Book

"Discipline is not instinctive - or even intuitive. It must be taught, then reinforced, then required."

Author Unknown

SCHOFIELD BARRACKS

06 January 2015

2.4

DEPARTMENT OF THE ARMY
HEADQUARTERS, 25TH INFANTRY DIVISION AND US ARMY HAWAII
SCHOFIELD BARRACKS, HAWAII 96857-6000

REPLY TO
ATTENTION OF

APVG-CG 02 May 2014

MEMORANDUM FOR all Leaders and Soldiers assigned to the 25th Infantry Division

SUBJECT: 25th Infantry Division Tropic Lightning Standards Blue Book

1. The 25th Infantry Division continues to support the American rebalance to the Indo-Asia-Pacific and the Chief of Staff of the Army's "Prevent, Shape, and Win" mandate by being a reliable, credible, and disciplined expeditionary force that is trained and ready to conduct Decisive Action in support of Unified Land Operations. The Division is forged through focused leader development, hardened by challenging battle-focused training, and grounded in ready and resilient Soldiers and Families.

2. We succeed in these efforts by holding ourselves, our unit, and our community to the highest standards of conduct. Tropic Lightning Soldiers embody integrity and humility; we always do the right thing and expect the same of others.

3. This document clearly communicates our expectations for discipline and uniformity within the Tropic Lightning Division. It is intended to complement existing U.S. Army Regulations and Command Policies. If necessary, it will also serve as a basis for corrective action and performance counseling. All Soldiers will have this Bluebook on their persons when in duty uniform.

4. We are America's Pacific Division—it is our obligation to uphold the traditions and legacy of this great unit. *We're tough, we're ready for whatever mission—we are the Twenty-Fifth!*

Tropic Lightning!

BENJAMIN JONES
CSM, USA
Division Command Sergeant Major

CHARLES A. FLYNN
Major General, U.S. Army
Commanding

25th Infantry Division & Schofield Barracks, HI

Personnel – General

Standards

Version and Updates

V2.0 Changes to AR670-1 updated
V2.1 Added PT Belts Requirement at all times while conducting PT
V2.2 Update Standards memo, Good Order and Discipline Added General section
V2.3 Updates to AR670-1, Female hair, tattoos, jewelry, sunglasses, electronics, headphones, and Motorcycle updates to reflect Policy letter 11.
V2.4 Updated Saluting and off duty appearance, EO, Sharp, ACU tops, Patrol cap, Civilian attire, Uniforms while traveling, and Conduct. Added Fundraising, Leave/Passes, and Payday Activities.

Headquarters, 25th Infantry Division
Schofield Barracks, HI.
06 January 2015

UNCLASSIFIED

Personnel–General

Standards

FOR THE COMMANDER:

Brian S. Eifler
Colonel, GS
Chief of Staff

Summary. This pamphlet provides information to educate and inform all uniformed Service Members of the 25th Infantry Division and Schofield Barracks regarding specific Division and Installation policies.

Applicability. This book applies to all United States Service Members. Active, Reserve, and National Guard, assigned to the 25th ID or training on Schofield Barracks or Wheeler Airfield. 25th Infantry Division Soldiers who reside on other installations will comply with the host installation standards and policies should policies conflict.

Proponent and Exception Authority. The proponent is the Division Command Sergeant Major. The exception authority does not apply to this publication.

Distribution. This publication is distributed through the following 25th ID website: http://www.25idl.army.mil

Restrictions. There are no restrictions.

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Standards Most Commonly Violated

- The use of vulgar language in public areas (to include the PX, Commissary, Shopettes, etc.).
- Playing loud music in car and motorcycle.
- Talking on cell phones or texting while driving.
- Walking and talking/texting/or other activity on cell phone while in uniform.
- Wearing Blue tooth device outside of car in uniform.
- Soldiers failing to salute and/or just giving the greeting of the day.
- Soldiers walking or standing around with their hands in their pockets.
- Failure to yield for pedestrians at crosswalks.
- Failure to wear the correct PPE while operating a motorcycle or wearing PPE to and from parking lots while in uniform.
- Smoking within/50ft of buildings.
- The use of electronic cigarette while indoors or in the workplace.
- Failure to show ID card when asked by civilian or another SM.
- Conducting Physical Fitness in uniform with headphones and or ear bud devices.
- Soldiers/Civilians or Family members conducting civilian pt with headphones/ear buds while outside Gyms or closed running tracks is not authorized.
- Soldiers wearing PT socks that are not above the ankle or too high on the calf (no higher than the bottom of calf) and or has logo.
- PRT formations not respecting dual use roads and running across the center lane affecting oncoming traffic and/or not looking before crossing.
- Failing to use Garrison approved physical fitness run routes.
- Black PT shirts with no reflective belts during limited visibility.
- Male Soldiers wearing earrings on military installations or during military function off post.
- Sleeves on ACU's rolled, cuffed or tucked under.
- Rear pockets on trousers not properly fastened and or buttoned.
- Headgear not properly worn (Ranger roll, kicked back, johnnie roll, folded forward or pulled down).
- Soldiers haircut not IAW AR 670-1.
- The improper wear of civilian clothes on post by Soldiers and their dependants.
- Wearing dirty/unserviceable ACUs or Boots.
- Boots bloused below the third eyelet or not at all (around ankles).
- Stripped ACUs (combative uniform) in public facilities (PX, Shopette, etc.).
- Wearing of the IR flag in garrison.
- The wear of FRACU and ACU mixed.
- Not wearing sewn-on skill badges correctly.
- Dependent children in a public areas not being managed and under control.
- Parking will only be in designated parking locations. Parking in grass or unpaved areas is prohibited.

Appendix A
Good Order and Discipline Policy

APVG-CG 02 MAY 2014

MEMORANDUM FOR All 25th Infantry Division (25th ID) Soldiers

SUBJECT: 25th ID Standards of Conduct

1. References:

a. 25th ID Blue Book.

b. Army Regulation (AR) AR 600-20, Army Command Policy, 18 Mar 08 (RAR 20 Sep 12).

c. AR 600-8-10, Leaves and Passes, 15 Feb 06 (RAR 4 Aug 11).

d. AR 670-1, Wear and Appearance Army Uniforms and Insignia, 3 Feb 05 (RAR 11 May 12).

e. Manual For Courts-Martial, United States pt. IV (2012).

f. Policy Memorandum USAG-HI-31, Standards of Dress and Prohibited Attire for Army Installations in Hawaii (31 Jul 12).

g. Email, HQDA, General Raymond T. Odierno, 7 Aug 13, subject: CSA Sends – Army Fraternization Policy.

2. STATEMENT OF MILITARY PURPOSE AND NECESSITY.

a. This policy is designed to clearly explain basic standards and highlight Army regulations that are in place to prevent unacceptable behaviors. Leaders must create an environment where Soldiers feel empowered and required to make on the spot corrections as necessary.

b. The Army Profession has a proud history, important missions, and unequalled capabilities; and Soldier are respected for their service to the nation. Army customs, courtesies, and traditions sustain and develop this legacy, creating vital connections with preceding generations, enhancing our esprit de corps, and reinforcing our commitment to protecting the Army Profession.

3. POLICY. This memorandum applies to all 25th ID Soldiers.

a. PASS POLICY. With the exception of Soldiers in a leave or pass status (i.e. covered by a signed DA 31), all Soldiers are “available for duty” during off duty hours. Commanders will authorize pass when performance and behavior warrants, and reserve the right to withdraw this privilege when appropriate.

b. ALCOHOL CONSUMPTION. Soldiers who are available for duty will not become intoxicated to the point of substantial impairment of physical and mental abilities. Leaders may withdraw pass privileges of Soldiers who display poor judgment in their consumption of alcohol.

(1) Alcohol in barracks rooms is limited to one 750ml bottle of wine, and no more than one six-pack of beer per Soldier of legal drinking age (21 years old) assigned to the room. Distilled spirits (liquor/'hard alcohol') is not authorized in 25ID barracks.

(2) Commanders will not allow the consumption of alcohol at any unit event during duty hours without the authorization of the first General Officer in the chain of command.

(3) Units will establish an incentive program to reward responsible behavior regarding the responsible consumption of alcohol and absence of drug usage (e.g., training holiday for company level units with no alcohol related or drug incidents in any 60 day period), to include recognition of Soldiers and leaders who successfully intervene to prevent irresponsible behavior.

c. FRATERNIZATION. Relationships between Soldiers of different rank are prohibited if they: compromise, or ***appear*** to compromise, the integrity of supervisory authority or the chain of command; cause actual or ***perceived*** partiality or unfairness; involve, or ***appear*** to involve, the use of rank or position for personal gain; are, or are ***perceived*** to be, exploitative or coercive in nature or; create an actual or clearly predictable adverse impact on discipline, authority, morale, or the ability of the command to accomplish its mission. Dating, shared-living arrangements, and sexual relationships are prohibited between officers and enlisted personnel.

d. HAZING. Hazing is never permitted, to include off-duty or "unofficial" celebrations or unit functions. Members of the 25th ID will not execute or condone any form of initiation or "rite of passage" that involves physical or psychological abuse, ingesting excessive amounts of any substance, or participation in any illegal, harmful, demeaning or dangerous acts. Soliciting another to participate in this type of behavior is also prohibited.

e. LANGUAGE. Soldiers will refrain from using profanity in the presence of others. Soldiers should never use indecent language which is grossly offensive to modesty, decency, or propriety, to include sexually explicit words or phrases which have become common.

f. DRESS CODE. Civilian attire should be a matter of personal pride. Soldiers should take care to ensure their clothing is clean, conservative, inoffensive and neat. When outside of a residence or barracks room, Soldiers will comply with Army and installation policy.

g. QUIET HOURS. 'Tattoo' and 'Taps' are played nightly at 2200 and 2300 respectively, signifying Quiet / 'Lights Out'. At the playing of Tattoo Soldiers will extinguish all lights in squad rooms, and discontinue all loud talking and other disturbances within 15 minutes. At the playing of Taps, all room lights should be extinguished unless specifically authorized.

h. BARRACKS POLICY. All 25th ID subordinate units will implement unit barracks policies that will, at a minimum, consist of:

(1) Restriction on alcohol as outlined in paragraph 3.b.1 above. Consumption of alcohol in any other public area not specifically designated (i.e. Tropics, Nehelani, etc.) without approval of the first general officer in the chain of command is not authorized.

(2) “Lights Out” beginning at 2300 on weeknights and 0100 on weekends and Holidays. This policy includes prohibitions on post-Taps visitation, alcohol consumption, and excess noise. CQ’s, SDNCOs, SDOs, and Division FOD will ensure compliance with the “Lights Out” policy.

(3) While Soldiers have visitors in their barracks room, the doors will remain unlocked and open. Excepting immediate family, no visitors under the age of 18 are allowed in the barracks. Minor family members must be accompanied by a parent/guardian. CQ and SDO/SDNCO will ensure visitors depart NLT 30 minutes prior to ‘Lights Out’ as defined above.

(4) Control logs for all visitors in barracks that allow the chain of command and designated representatives (SDO, CQ, etc.) to easily monitor barracks activities.

(5) Clearly defined leader responsibilities to reinforce living standards in the barracks. At a minimum, these standards will include weekly room inspections by the chain of command.

(6) Commander designated off-duty leader presence actions to be performed to include: ensuring all visitors have cleared the barracks by end of visitation period; inspecting visitation and alcohol policy compliance; inspecting common areas for cleanliness and serviceability; inspecting CQ and SDO execution of unit SOPs; and inspecting safety equipment.

(7) Leader presence in the barracks to include chain of command checks including at a minimum Platoon Sergeants, Platoon Leaders or more senior unit leader checks each night before and after midnight and during the day on weekends and holidays. The senior leader is required to sign in and out of the CQ log or BN/BDE Staff Duty logs upon initiation and completion of leader checks, noting discrepancies.

(8) Unit level health and welfare inspections to be conducted routinely.

i. COUNSELING. Units will develop policy to govern usage of the Risk Evaluation and Assistance Determination Instrument (READI) by first-line supervisors in monthly counseling of all Soldiers. Soldiers will receive counseling in conjunction with monthly Pay Day Activities.

j. SPONSORSHIP. Unit S-1 sections will assign all inbound Soldiers with a sponsor with the following characteristics: Sponsor for Soldiers in the grades of PVT-PFC will be a junior NCO of the same gender; All other Soldiers will be assigned a sponsor relative to their rank, gender, and marital status. Sponsors will contact the gaining Soldier prior to their arrival and provide 25ID and unit specific welcome packets, and will coordinate to facilitate PCS items such as: vehicle shipping, quartering, EFMP, transportation of pets, school enrollment, childcare, etc.

k. FAMILY VISITATION. Leaders must be aware of the locations and living conditions of all members of their units. In addition to required regular inspections of barracks, leaders will develop standards for visiting the homes of Soldiers billeted in on or off-post housing.

4. UNIT RESPONSIBILITIES. Subordinate units will develop policies and standard operating procedures to include (at least) the following: An on-duty (physically present) Charge of Quarters (CQ) (Corporal or Sergeant) at each barracks and an on-duty Battalion Staff Duty Officer and Staff Duty NCO at each Battalion level command. CQ and Staff Duty requirements, guidelines, and checklist will be clearly posted and implemented.

a. CHARGE OF QUARTERS (CQ). The CQ is the commander's representative in the barracks during off-duty hours when the commander is not physically present.

b. STAFF DUTY NCO AND STAFF DUTY OFFICER. Staff Duty Officers and NCOs are the first-line supervisors in charge of multiple Charge of Quarters sections beginning at the BN level. These individuals represent their respective commanders and maintain situational awareness for BN and BCT commands when the command teams are not physically present.

5. COURTESY PATROLS. Courtesy Patrols will be established to promote a positive, safe and healthy environment, and to encourage leaders to maintain good order and discipline. Courtesy patrols will circulate high-traffic areas on post in order to provide on-the-spot corrections for observed violations of good order and discipline, and will liaison with MPs as appropriate.

6. COMMAND OPTIONS. Unit Commanders have a number of means by which to ensure compliance with this policy. These include, but are not limited to: On-the-spot corrections; verbal counseling; written counseling; orders not to consume alcohol; revocation of privilege to wear civilian clothing; mandatory enrollment in ASAP; revocation of Leave/Pass privileges; corrective training; Summary, Company Grade, and Field Grade Article 15s; bars to reenlistment; administrative separation proceedings; and courts-martial. Commanders and subordinate leaders will employ the appropriate means, in consultation with their legal advisors, to best facilitate Soldier understanding of and compliance with this policy.

6. EXPIRATION. This policy memorandum will remain in effect until superseded or rescinded.

7. The point of contact for this memorandum is the undersigned.

CHARLES A. FLYNN
Major General, U.S. Army
Commanding

Lightning Strong

Mission: Build and strengthen Lightning Warriors

Intent: 25th Infantry Division leaders at all levels implement Lightning Strong to increase the mental, physical, emotional, and behavioral ability of 25th ID Soldiers, Civilians, and Family members to face and cope with adversity, adapt to change, recover, learn, and grow from temporary setbacks, and to sustain mission readiness.

Background: Lightning Strong is the 25th Infantry Division's implementation of the Army Ready and Resilient Campaign (R2C), with a focus on developing individuals through the Comprehensive Soldier and Family Fitness (CSF2) and the Master Resilience Trainer programs. The 25th Infantry Division program is built around the 6 dimensions listed below, with the Offices of Primary Responsibility (OPR)s listed by dimension.

DIMENSIONS	OBJECTIVES
PHYSICAL G3 Training / DSAC	Soldiers are stronger, fitter, faster, and less susceptible to injury; Soldiers are more physically capable and confident performing assigned duties and tasks. Soldiers meet Weight Standards and Leaders understand Weight Control Program
FINANCIAL ACS Finance	Soldiers and Families are financially aware, financially stable, educated about budgeting, and informed about investing to promote financially healthy Families.
FAMILY G1	Families feel supported and informed; are safe and live in a healthy environment; and are integrated into community and unit events.
SOCIAL PAO	Soldiers and Families develop and maintain trusted, valued, and fulfilling relationships; Soldiers and Families maintain friendships that reduce isolation, foster good communication, free exchange of ideas, and positive experiences.
EMOTIONAL DIVSURG	Soldiers and Leaders demonstrate and exert self-control, stamina, and good character in their choices and actions while on and off duty.
SPIRITUAL Chaplain	A Community of Soldiers and Families experiencing dynamic faith renewal and ignition that prepares them for sustained high-intensity combat

END STATE

25th Infantry Division Lightning Strong programs and policies result in: promotion of ***health and wellbeing*** of Soldiers, Families, and Community, enhanced ability to ***detect*** and ***monitor*** at-risk/high-risk Soldiers; effective ***intervention*** to reduce risk to Soldiers and Families

1. Purpose

This Bluebook is designed to better inform Soldiers, Noncommissioned Officers, and Officers of the Tropic Lightning Division about basic standards for individual discipline, appearance, conduct, and military courtesy as established by Army Regulations and policies. All Military Members assigned to 25th Infantry Division are expected to meet these standards each day.

2. Applicability

This pamphlet applies to all United States Service Members assigned to the 25th Infantry Division. 25th Infantry Division Soldiers who reside on other installations will comply with the host installation standards and policies should policies conflict.

3. Responsibilities

Commanders and leaders are held responsible to ensure Soldiers present a neat appearance and conduct themselves professionally both on and off duty. Soldiers will take pride in their appearance and conduct themselves properly at all times. Leaders are required to read and understand this pamphlet, brief their Soldiers and enforce these standards. Leaders will ensure all Soldiers receive, and have on their person, a copy of this pamphlet or digital copy on smart phone while in a service uniform.

4. References

The following references were used while creating this pamphlet however, future changes in Army policy and regulations will supersede unless otherwise notified.

a. AR 190-5, Motor Vehicle Traffic Supervision.
b. AR 600–9, The Army Weight Control Program.
c. AR 600–20, Army Command Policy.
d. AR 670–1, Wear and Appearance of Army Uniforms and Insignia.
e. 25th Infantry Division Policy Letters (Good Order and Discipline)

5. 25th Infantry Division Vision Statement

The 25th Infantry Division is a combat proven Army Division capable of fighting and winning our Nation's wars. We are quite professionals who lead by our example are proud of who we are; proud of our legacy of service and sacrifice, proud of our families, and proud of the communities in which we live and serve. We are in excellent physical, mental, emotional, social, and spiritual condition… and so are our families. We are prepared to dominate the next challenge and accomplish all assigned missions, regardless of hardships involved.

6. 25th Infantry Division History

25th Infantry Division Tropic Lightning Museum is located on Waianae Avenue, Bldg 361. All Service Members and Families are encouraged to visit and view the artifacts and documents reflecting the history of the division.

7. Standards

Non-commissioned officers are the torchbearers for the standards.

Standards of conduct, as per AR 600-20 states, Department of the Army personal must place loyalty to country, ethical principles, and law above personal gain and other interests. The performance of duties should be in keeping with the highest tradition of service to the United States Government.

In accordance with the DOD Joint Ethics Regulation 5500.7-R, public service is public trust. Each Soldier has a responsibility to the United States Government and its citizens to place loyalty to the Constitution, laws, and ethical principles above private gain.

8. Soldier Appearance

The Army is a uniformed service where discipline is judged, in part, by the manner in which Soldiers wear their uniforms. Therefore, a neat, well-groomed, and professional appearance by Soldiers is imperative, as it contributes to building the pride and esprit de corps essential to an effective military force.

a. Hair and Grooming. 670-1 3-2

(1) Male Hair and Grooming.

Hair on top of the head will be kept neatly groomed. The length and/or bulk of the hair will not be excessive or present a ragged or extreme appearance. Hair will present a tapered appearance and, when combed, will not fall over the ears or eyebrows or touch the collar except for the closely cut hair at the back of the neck. The bulk or length of hair will not interfere with normal wear of headgear or Protective masks.

Extreme, eccentric, or trendy haircuts or hairstyles are not authorized. If Soldiers use dyes, tints, or bleaches, they must choose those that result in natural hair colors. Colors that detract from a professional military appearance are prohibited. Applied hair colors that are prohibited include, but are not limited to, purple, blue, pink, green, orange, bright (fire-engine) red, and fluorescent or neon colors. Wigs may be used to cover baldness or disfigurement as long as the hairpiece is of natural hair color and the style and length conform to appearance standards.

Sideburns will be neatly trimmed. The base will not be flared and will present a clean-shaven, horizontal line. Sideburns will not extend below the lowest part of the exterior ear opening. **Sideburns will not present a faddish appearance and length must not exceed 1/8 inch when fully extended**.

Males will keep their face clean-shaven when in uniform or in civilian clothes on duty. Mustaches will be kept neatly trimmed, tapered, and tidy and will not present a chopped-off appearance. No portion of the mustache will cover the upper lip line or extend below or horizontally beyond the corners of the mouth. Handlebar mustaches, goatees, and beards are not authorized. If an appropriate medical authority prescribes beard growth, the length required for medical treatment will also be specified, i.e., a neatly trimmed beard is authorized. The length will not exceed ¼ inch. The Soldier will carry a copy of the beard profile at all times.

(2) Female Hair and Grooming.

Short length. Short hair is defined as hair length that extends no more than 1 inch from the scalp (excluding bangs). Hair may be no shorter than 1/4 inch from the scalp (unless due to medical condition or injury), but may be evenly tapered to the scalp within 2 inches of the hair line edges. Bangs, if worn, may not fall below the eyebrows, may not interfere with the wear of all headgear, must lie neatly against the head, and not be visible underneath the front of the headgear. The width of the bangs may extend to the hairline at the temple.

Medium length. Medium hair is defined as hair length that does not extend beyond the lower edge of the collar (in all uniforms), and extends more than 1 inch from the scalp. Medium hair may fall naturally in uniform, and is not required to be secured. When worn loose, graduated hair styles are acceptable, but the length, as measured from the end of the total hair length to the base of the collar, may not exceed 1 inch difference in length, from the front to the back. Layered hairstyles are also authorized, so long as each hair's length, as measured from the scalp to the hair's end, is generally the same length giving a tapered appearance. The regulations for the wear of bangs detailed in paragraph (a), above, apply. No portion of the bulk of the hair, as measured from the scalp, will exceed 2 inches.

Long length. Long hair is defined as hair length that extends beyond the lower edge of the collar. Long hair will be neatly and inconspicuously fastened or pinned, except that bangs may be worn. The regulations for the wear of bangs detailed in paragraph (a), apply. No portion of the bulk of the hair, as measured from the scalp, will exceed 2 inches (except a bun, which may extend a maximum of 3 1/2 inches from the scalp) and be no wider than the width of the head.

Physical training. Long length hair, may be worn in a pony tail **during physical training (only when within the scope of physical training).** It does not include such things as medical appointments, when PT is prescribed as the daily uniform for anything other than PT (such as organizational days or post clean-up) or females wearing PT's for other than PT activities in a deployed environment. A single pony tail centered on the back of the head is authorized in physical fitness uniforms, except when considered a safety hazard. The pony tail is not required to be worn above the collar. Pony tails are authorized while conducting physical training in utility uniforms. However, if the helmet is worn during physical training, hair must be secured.

Braids, cornrows, and twists. Medium and long hair may be styled with braids, cornrows, or twists (see glossary for definitions). Each braid, cornrow, or twist will be of uniform dimension, have a diameter no greater than 1/2 inch, and present a neat, professional, and well-groomed appearance. Each must have the same approximate size of spacing between the braids, cornrows, or twists. Each hairstyle may be worn against the scalp or loose (free-hanging). When worn loose, such hairstyles must be worn per medium hair length guidelines or secured to the head in the same manner as described for medium or long length hair styles. Ends must be secured inconspicuously. When multiple loose braids or twists are worn, they must encompass the whole head. When braids, twists, or cornrows are not worn loosely and instead worn close to the scalp, they may stop at one consistent location of the head and must follow the natural direction of the hair when worn back, which is either in general straight lines following the shape of the head or flowing with the natural direction of the hair when worn back with one primary part in the hair (see para 3–2a(1)(c)). Hairstyles may not be styled with designs, sharply curved lines, or zigzag lines. Only one distinctive style (braided, rolled, or twisted) may be worn at one time. Braids, cornrows, or twists that distinctly protrude (up or out) from the head are not authorized.

The hairstyle will not interfere with the proper wearing of military headgear or protective masks. A hairnet will not be worn unless required for health or safety reasons. Wigs of natural hair color may be worn as long as the style and length conform to appearance standards. Cornrows, braids, and micro braids may be worn as long as the hair is not bulky and does not interfere with the proper wear of headgear and protective masks. Dreadlocks are prohibited in uniform or in civilian clothes on duty.

Hair holding ornaments (barrettes, pins, clips) must be transparent or match the hair color and will be inconspicuously placed. Commanders reserve the final judgment. Hair will be secured to the head at all times and not allowed to hang freely.

b. Jewelry. 670-1 Jewelry

(1) Soldiers may wear a wristwatch, a wrist identification bracelet, and a total of two rings (a wedding set is considered one ring) with Army uniforms, unless prohibited by the commander for safety or health reasons. Any monitors worn by Soldiers while in uniform or in civilian clothes on duty must be conservative in good taste. Identification bracelets are limited to medical alert bracelets and MIA/POW/KIA identification bracelets. Soldiers may wear only one item on each wrist. Ankle bracelets, support bracelets (colored plastic), **braided 550 cord** (faddish or trendy devices), medallions, amulets, and personal talismans or icons are not authorized for wear in any military uniform, or in civilian clothes on duty.

(2) No jewelry, watch chains, thermometers, or similar items will appear exposed on uniforms. Authorized exceptions are required security badges, a pen or pencil that may appear exposed on the hospital duty, food service, CVC, ACU arm pocket, and flight uniforms.

(3) Attaching, affixing or displaying objects, articles, jewelry, or ornamentation to, through, or under their skin, tongue, or any other body part is prohibited (this includes earrings for male Soldiers). **This applies to all Soldiers on or off duty**. The only exception is for female Soldiers, who may wear earrings. (The term "skin" is not confined to external skin but includes the tongue, lips, inside the mouth, and other surfaces of the body not readily visible.)

Female Soldiers may not wear earrings with Class C uniforms (utility, field, or organizational to include hospital duty, food service, and physical fitness uniforms). **Male Soldiers are not authorized to wear earrings at any time while on a military installation or when at unit activity off a military installation**.

(4) Gold star lapel button. Soldiers who are issued a gold star lapel button in accordance with Section 578.63,Chapter V, Title 32, Code of Federal Regulations are authorized to wear the gold star lapel button on the Army service and dress uniforms. Wearers include widows(ers), parents, and primary next of kin of Soldiers who lost their lives during identified conflicts.

(5) Next of kin lapel button. Soldiers who are issued a next of kin of deceased personnel lapel pin in accordance with Section 578.63, Chapter V, Title 32, Code of Federal Regulations are authorized to wear the next of kin lapel button on the Army service and dress uniforms. Wearers include widows(ers), parents, and primary next of kin of Soldiers who lost their lives while serving on active duty or while assigned in a National Guard or an Army Reserve unit in a drill status.

(6) Mouth Jewelry. Removable tooth/teeth caps are not authorized and are prohibited for wear in uniform or civilian clothing. This type of jewelry is commonly the gold or silver caps or plates worn on the upper and lower front teeth and has not been required or issued for wear by an Army or contracted dentist or orthodontist.

c. Identification Tags. Id Tags

Two identification tags (plus red medical tag if applicable) will be worn around the neck, beneath the T-shirt, on long and short chains, at all times (except when safety considerations apply such as during physical training / PRT). The width of chains worn with religious items should be approximately the same size as the width of the ID tag chain.

d. Electronic Devices. Electronic Devices

(1) Cell Phones and Devices. Soldiers will not walk and talk or text while in uniform. Soldiers will stop walking until conversation/texting is completed. Cell phones will not be attached to the PT uniform nor worn during PT under any circumstance. Any use of a hands free cell phone listening devices (e.g. Bluetooth) while in any uniform is prohibited. Only exception is while operating a motor vehicle (POV or Military) to comply with local and federal traffic regulations.

(2) Soldiers are not authorized to wear wireless or non-wireless devices/earpieces while wearing Army uniforms. **Use of headsets, headphones, IPODS, MP3 players, etc are not authorized while running or conducting military or civilian PT, during field training or road marches on Schofield Barracks/Wheeler Army Air Field or any other training area used by the 25th ID**. Reference 670-1

e. Hearing Protection. All Soldiers will carry issued hearing protection when in military uniform (Garrison and Field). All Soldiers are required to wear fitted non-linear hearing protection in all military training/operations involving high-frequency impulse noise that can cause injury to Soldiers hearing. Foam earplugs are NOT authorized for military training. Foam ear plugs are only authorized for those observing training from a safe distance (min 10 m).

f. Sunglasses. Glasses. Sunglasses are authorized for wear when in a garrison environment, except while indoors unless prescribed by a doctor. Soldiers may not wear lenses with extreme or trendy colors, which include, but are not limited to, red, yellow, blue, purple, bright green, or orange. Lens colors must be traditional gray, brown, or dark green shades. Frames must be conservative in color. Commanders may authorize sunglasses in formations or field environments, as appropriate. The only exceptions to this prohibition are issued sunglasses and protective eye wear that have the manufacturers name/initials on them and are stamped Z87 rated (such as Oakley, Wiley-X, and ESS).

Personnel will not wear lenses or frames that are so large or so small that they distract from the appearance of the uniform. Personnel will not attach chains, bands, or ribbons to sunglasses or eyeglasses, unless authorized for wear when required for safety purposes while in garrison. Conservative prescription and nonprescription sunglasses are authorized for wear in a garrison environment.

g. Eyeglasses. Glasses. Prescription eyeglasses will not be faddish or have lenses or frames with initials or other adornments on them while in any US Army uniform.

h. Contacts. Glasses. Tinted or colored contact lenses are not authorized for wear with the uniform. The only exception is for opaque lenses that are prescribed medically for eye injuries. Additionally, clear lenses that have designs on them that change the contour of the iris are not authorized for wear with the uniform.

i. Tattoos. 670-1 Tattoos.

(1) The following types of tattoos or brands are prejudicial to good order and discipline and are, therefore, prohibited anywhere on a Soldier's body. Extremist tattoos or brands are those affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities. Extremist philosophies, organizations, and activities are those which advocate racial, gender, or ethnic hatred or intolerance; advocate, create, or engage in illegal discrimination based on race, color, gender, ethnicity, religion, or national origin; or advocate violence or other unlawful means of depriving individual rights under the U.S. Constitution, and Federal or State law. Indecent tattoos or brands are those that are grossly offensive to modesty, decency, propriety, or professionalism. Sexist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on gender. Racist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity, or national origin. Soldiers are prohibited from having tattoos or brands on the head, face (except for permanent makeup) neck (anything above the t-shirt neck line to include on/inside the eyelids, mouth, and ears), wrists, hands, or fingers. Soldiers may not cover tattoos or brands with bandages or make up in order to comply with the tattoo policy.

(2) Soldier has one or more tattoos that were required to be grandfathered (on 31 March 2014), any tattoo on the neck on the wrists, hands, or fingers; any tattoo below the elbows (to the wrist bone) or below the knees which exceed the size of the wearer's hand (with fingers extended and joined with the thumb touching the base of the index finger); any tattoos below the elbows (to the wrist bone) or below the knees that exceed the total number of authorized tattoos.

(3) Soldiers are prohibited from any unauthorized form of body mutilation, which is the willful mutilation of the body or any body parts in any manner. This prohibition does not include authorized medical alterations performed at a medical treatment facility or cosmetic, reconstructive, or plastic surgery procedures the commander normally approves.

j. Cosmetics. Cosmetics Female Soldiers are authorized to wear skin and nail cosmetics only when applied conservatively and blends in with military colors and is in good taste. Exaggerated or faddish cosmetics styles are inappropriate with the uniform and will not be worn. Males are not authorized to wear cosmetics (to include nail polish) at any time on or off duty unless medically prescribed.

k. Fingernails. Fingernails. All personnel will keep fingernails clean and neatly trimmed. Males will keep nails trimmed so as not to extend beyond the fingertip. Females will not exceed a nail length of 1⁄4 inch, as measured from the tip of the finger. Females will trim nails shorter if the commander determines that the longer length detracts from a professional appearance, presents a safety concern, or interferes with the performance of duties. Females may only wear clear polish when in uniform or while in civilian clothes on duty. Females may wear clear acrylic nails, provided they have a natural appearance and conform to Army standards. Females will trim nails shorter if the commander determines that the longer length detracts from the military image, presents a safety concern, or interferes with the performance of duties

9. Class C (Utility) Uniform Wear Standards

The Utility Uniforms consist of the ACU, hospital, food service and cold weather uniforms. The utility uniforms are designed to fit loosely; alterations to make them form fitting are not authorized. Keep uniforms free of holes and tears; keep all pockets properly closed. Soldiers will not place their hands in pockets except momentarily to retrieve items.

a. Utility Uniform Wear Restrictions.

(1) The utility uniforms may be worn off post at the discretion of the Soldier. If worn off-post, uniforms will be clean, serviceable, and worn IAW AR 670–1 and DAPAM670-1.

(2) Soldiers will not wear utility uniforms (Class C) off-post in any establishment, which primarily serves alcohol.

(3) Soldiers may wear utility uniforms (Class C) off-post in any establishment that primarily sells food. These same establishments may or may not sell alcohol. However under no circumstances will the Soldier consume alcohol off the installation while in Class C uniform.

(4) The utility uniform is not considered appropriate for social or official functions off the installation such as memorial services, funerals, weddings or inaugural ceremonies etc. therefore will not be worn.

(5) Utility uniforms will not be worn when other service uniforms are more appropriate (ASU/Class A or Class B).

(6) The wearing of a combination of civilian and military clothing is prohibited unless prescribed in AR 670–1 or other authorization documents are approved by HQDA.

(7) Uniforms while traveling. The authorized uniforms while traveling are prescribed in Department of Defense and Army directives. All personnel are reminded of the responsibility to maintain a high standard of dress and appearance.

b. Army Combat Uniform (ACU). The ACU is a combat uniform designed to be worn under the body armor. It is authorized for wear year-round. The sleeve cuffs on the ACU coat are not authorized to be rolled or cuffed. The uniform consists of the coat and trousers (all pockets will be fastened and secured at all times), Army Combat Boots hot weather/temperate weather (tan), green or black cushion sole socks, tan belt with open-faced buckle or two-inch rigger belt, moisture wicking T-shirt, approved winter undershirts and the Patrol Cap (PC).

No pressing or starching of the ACU is authorized. The ACU is designed to be loose fitting and may not be altered or tailored. Soldiers will wear at a minimum the US Army and name tapes, rank, US Flag (IR for field environment) and Unit Shoulder Sleeve Insignia.

Soldiers will not remove their ACU top while driving their POV; the only item that may be removed while driving a POV is the headgear.

c. Tropic Class B Uniform. Tropics. The service dress tropical uniform (Class B with ribbons) is an equivalent Class A or dress uniform for hot weather wear. The service dress tropical uniform Class B with ribbons consists of the white, short-sleeved, dress shirt standard issue or lay-flat collar with accouterments as worn on the jacket, without necktie and trouser. In lieu of wearing all authorized ribbons, Soldiers have the option of wearing only three authorized ribbons. Selected ribbons must be worn in order of precedence (for example, Silver Star, Bronze Star, and Purple Heart). Badges and insignia currently authorized for wear on the ASU are authorized to be worn on this variation of the uniform.

d. Flight Suit. Flight Suit. The Army Aviation Combat Uniform (A2CU) is worn on duty when flying, on standby awaiting flight, or as directed by the commander. A2CUs are not authorized for everyday wear in garrison or office environments. The 100% cotton foliage green and tan T-shirt are the only authorized T-shirt for wear with the A2CU. Long-sleeved white thermal shirts are authorized to be worn under a tan shirt. Sleeves will not be pushed or rolled. The following boots are the only authorized footwear for the A2CU, Army combat boots, hot weather-flame resistant, (Bellville 340DES), Tan (ACB-Tan), Tan Intermediate Cold Weather Boot with removable liner.

Personnel wearing the A2CU outside of the flight line will blouse the trouser. When bloused, the trousers should not extend below the third eyelet from the top of the boot. Unit logo patches are not authorized to be sewn or velcroed on the uniform. The flame resistant Army Combat Shirt (ACS) is authorized for aircrew members. It is only to be worn when engaged in flight duties with the A2CU trousers and under the Air Warrior/IBA ensemble.

e. Fire Resistant ACU (FR ACU) and Combat Shirt. The Fire Resistant ACU is authorized to be worn for routine garrison and field use. The Army Combat Shirt (ACS) is authorized for wear only during field training or in a combat zone.

f. Headgear. Soldiers in uniform will wear appropriate headgear when outdoors except when it interferes with safety. When headgear is not worn it will not create a bulky appearance or protrude from any pocket.

(1) Beret. The black beret will be worn as the Army Service Uniform headgear and worn as the primary headgear for all ceremonies or special duty as required by commander.

(2) Patrol Cap (PC) The ACU patrol cap is the standard headgear worn with ACUs. Personnel wear the ACU patrol cap straight on the head so that the cap band is parallel to the ground. The patrol cap will fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. No hair should be visible on the forehead beneath the cap. Soldiers will wear appropriate sew or pin on rank. The grade insignia is centered on the front of the headgear left to right, and top to bottom. The SM nametape will be worn centered on the hook and loop pads (or sewn on) on the back of the ACU patrol cap only. No Cat eyes will be affixed anywhere on the PC. The improper wear of headgear Ranger roll, kicked back, johnnie roll, folded forward or pulled down is not authorized.

(3) ACU Sun “Boonie” Hat. The ACU Sun “Boonie” Hat will only be worn at the discretion of the unit commander for training or while deployed. Soldiers will NOT under any circumstances wear the “boonie” outside of the unit or training areas. This includes all installation activities (PX, Shoppette, Burger King, etc.)

g. Cavalry Spurs and Stetson. The wearing of the Cavalry Spurs and Stetson will only be worn in the immediate unit area unless approved for wear outside the unit area by the Commanding General. Spurs will be worn as a matched pair (Silver or Gold). The type of spurs most often worn is Prince of Wales style spurs, however, spurs with rowels approximately one inch in diameter or smaller are authorized.

(1) Low Quarters. The spurs will be affixed to the footgear midway between the upper portion of the sole and the lower part of the heel, along the seam of the shoe. The U shaped portion shall enclose the shoe tightly.

(2) Boots. The spurs will be affixed to the footgear so that the U shaped portion parallels the seam of the sole and is on the heel support.

(3) Straps. The straps will be fastened over the instep of the footgear in such a manner that the buckle faces the outside of the boot, again so as not to pinch your mount while riding.

(4) Rowels. Single Soldiers will wear the rowels of their spurs pointing up, while married Soldiers will do so with their rowels pointing down.

(5) Gold or Silver Spurs. Gold or Silver spurs are authorized, gold spurs signify that a trooper has proven himself in combat with a cavalry organization. Silver spurs are awarded to troopers who have completed a Spur Ride within a Cavalry organization.

(6) Occasions for Wearing the Spurs. Squadron formations, parades, reviews, ceremonies, last work day of the week, squadron dining-ins/outs, and other squadron social functions conducted in ACUs, Class A or dress uniform, Spur calls, Spur award ceremonies, and any other time deemed appropriate by the squadron commander. The squadron commander may authorize the wearing of Spurs and Stetson in the immediate unit or ceremony area.

(7) Wear of the Cavalry Stetson. Wearing of the Stetson is authorized for all troopers of the squadron regardless of time assigned to the unit or whether they have earned their spurs. The Stetson will be black in color. At a minimum, a braided cord, rank and regimental or ordinary cavalry brass will adorn the Stetson.

h. Army Combat Boots. Boots (Hot weather/temperate and optional.) The present issue boot for wear with the ACU is made of tan rough side out cattle hide leather with a plain toe and tan rubber outsoles. Soldiers may wear commercial boots of a design similar to that of the Army Combat boot (Tan), 8-10 inches in height as authorized by the commander. The boots must be made of tan rough side out cattle hide leather with a plain toe and have a tan rubber outsole. Standard issue Army Combat Boot (Tan)-Hot Weather and Temperate weather; however, they remain a mandatory possession item.

Only colors of socks that are authorized are Green, Tan, and Black work with the ACU Pattern.

i. Combat and Special Skills Badges. The wear of subdued pin-on, and sew-on combat, special skill, and identification badges in garrison and field is authorized. DAPAM670-1.

j. Combat Uniform (Sew-on or Pin-On) Badges

When personnel sew on badges, following must also be sewn on the combat uniform coat: Nametape, U.S. Army Tape, Rank (Grade Insignia)

If a nametape, U.S. Army tape or rank is sewn on, then personnel must sew all three items on. This requirement does not apply to the patrol cap: Nametape may be sewn on the patrol cap; Rank may be pinned on or sewn on the patrol cap

k. Commissioned Officer Branch Insignia. Branch insignia will not be worn. As an exception, Chaplains will wear black embroidery on the digitized fabric with hook and loop or sewn branch insignia centered 1/8in above the nametape.

l. Reflective Safety Belt. PT Belt is required at all times while conducting PT. Blue PT belts for Officers and Warrant Officers, Lime Green PT belts for NCO, and Orange for Soldiers below the rank of E-5. Wear the reflective belt for work details (police clean-up, or other details performing work on or near the road edge), and convoy guides guiding vehicles on or off post ensuring it is visible. Road guards will wear the reflective belt from the right shoulder to the left hip. Wear the reflective belt attached horizontally and centered on the back of the rucksack during foot marches.

m. Camel Back. The use of a black or camouflage ACU pattern personal hydration system (Camel Back) is authorized in the following situations: conducting Physical Training, in a field environment, in high heat areas, or on work details. Soldiers will not carry hydration systems in a garrison environment unless authorized by the commander for situations listed above.

n. Bags.

(1) Shoulder bag: Soldiers may use civilian backpacks or rucksacks however; they must be black, or match the camouflage patter uniform being worn without any visible logos. Only nametape and rank can be placed on the bag, no other items are authorized (unit patches, special skill badges, civilian patches and color/ IR Flags).

(2) Hand carried bags. Bags will be conservative and professional in appearance. Bags (to include civilian gym bags, civilian backpacks, or other similar civilian bags) must be carried only in the hand if they do not meet the criteria outlined in shoulder bags.

(3) Female Handbags: Female Soldiers may carry black handbags in the hand or over one shoulder. Soldiers may not wear the shoulder bag in such a manner that the strap is draped diagonally across the body with the purse resting on the hip opposite the shoulder holding the strap.

o. Glove and Glove Inserts. At their discretion, Soldiers may wear issued RFI, OCIE, or personal gloves with the ACU or IPFU in both garrison and tactical environment. The color of the personal gloves is at the discretion of the company commander.

p. Lighting Academy Cadre T-shirts. The Cadre T-shirt designated for wear by Lightning Academy will be worn in the academy/teaching area only. The Black T-shirt will not be worn while conducting non-instructor activities such as going to the PX, Commissary, etc.

q. Smoking in Uniform. Soldiers will not walk with a lighted cigarette. Smoking is only authorized in designated smoking areas 50 ft from any building area. Smoking in the field is only authorized by the Commanding Officer on the ground and will —NOT be authorized between the hours of EENT and BMNT.

Electronic cigarettes will not be used indoors, in the work place or in any establishment on Schofield Barracks / Wheeler Airfield. The use of an Electronic Cigarette while walking in uniform is not authorized.

10. Tactical Uniform.

Commanders and NCOs are responsible for establishing uniform SOPs for combat operations and tactical training. All leaders will ensure the following guidance at a minimum is met.

a. Components. Leaders will ensure all Soldiers wear and maintain all tactical and protective gear properly. Tactical gear includes but not limited to the Advance Combat Helmet (ACH), Individual Outer Tactical Vest (IOTV) or IBA (if issued) with components of the MOLLE system. Protective gear includes SAPI or ESAPI, Deltoid Protectors (DAPS), neck and throat protector, ballistic eyewear, goggles, hearing protection and flame resistant gloves such as NOMEX. ACU pattern is the only authorized pattern for wear, the practice of mixing patterns (ACU, OCP, BDU, Desert) is not authorized.

b. Advance Combat Helmet (ACH). The ACH will be complete with ACU cover, pad suspension system, retention system (chinstrap), camouflage band, and NVG mount. Wear the ACH with the chinstrap fastened at all times. (refer to your BCT for SOPs)

c. Individual Outer Tactical Vest (IOTV / IBA). The IOTV / IBA will be worn closed with all snap, hook and loop fastened, nametape and rank. Commanders may dictate wear SOPs.

(1) Leaders will ensure all Soldiers have the Individual First Aid Kit (IFAK) attached to the IOTV for training and combat operations.

(2) All protective equipment will be worn during LFXs. Protective gear includes ballistic eyewear (goggles), gloves and hearing protection (IOTV).

11. Physical Fitness and Improved Physical Fitness Uniform (IPFU)

a. General. Physical readiness is important to the successful accomplishment of the missions. Every Soldier assigned to the 25th Infantry Division must be fit to fight. Every Soldier will do physical training a minimum of five times per week unless the unit commander has a higher priority for that day. Lightning Strong Soldiers are required to conduct 90 minutes of intense PT daily. The standard is for every Soldier is to pass the APFT. When conducting unit runs, focus should be on team building and assessment. PT will occur from 0630-0800. You are not authorized to conduct PT prior to 0630 without COL (Brigade Commander) approval (includes Foot marches). Soldiers conducting PT on any non-standard PT route are required to have a "Battle Buddy."

All units will conduct PT in the field. When conducting PT while wearing the ACUs or IBA / IOTV with running shoes or boots, the name tape, US Army tape, left shoulder patch and Colored US Flag will be worn unless conducting combative PT. All Soldiers will meet the standards set forth in FM 7-22 and AR 600-9. Organized sports are not authorized for PT between 0630-0800 unless approved by the BCT Commander. All Soldiers must participate unless prohibited by their profile. Commanders will ensure leaders conduct risk assessments and tailor the PT program to meet the commander's physical fitness intent. PRT Card

Cadence will not contain profanity, sexual innuendo, or language demeaning to others. Soldiers are encouraged to call cadences that promote the spirit of the Tropic Lightning Division and its capabilities, and the successes of their unit. Leaders in the rank of 1SG and above are authorized to do individual PT to allow them to supervise training across their organizations.

b. Health. Good health and physical conditioning includes maintaining proper height and weight standard. Accordingly, the Army's body fat/height and weight standards will be strictly enforced. Commanders will ensure that overweight Soldiers are on formal and effective weight control programs. All newly assigned Soldiers will be weighed and their height measured within 30 days of arrival. If overweight, Soldiers will undergo counseling and be evaluated in accordance with AR 600-9. Soldiers will also maintain a high standard of personal hygiene both in garrison and in the field.

c. Warm Weather. The warm weather physical fitness uniform consists of the summer IPFU, reflective belt (as directed by Company level CoC) worn around the waist, running shoes (no 5 finger type of running shoes are authorized while in Army uniform), and **white above ankle or calf high (bottom of calf) socks with no Logo's**. The shirt will be tucked into the shorts. Soldiers may wear commercially purchased items such as spandex biking shorts or equivalent with the IPFU. The biking shorts or equivalent will not extend below the knee and must be black and cannot bear any visible markings or patterns.

d. Pregnancy IPFU. Pregnant Soldiers will wear the IPFU until such time it becomes too small or uncomfortable. Pregnant Soldiers are authorized to wear the T-shirt outside the trunks. At no time will commanders require pregnant Soldiers to purchase a larger IPFU in order to

accommodate the pregnancy. When the uniform becomes too small or uncomfortable, pregnant Soldiers may wear equivalent civilian workout clothes that are conservative and professional in appearance. Pregnant Soldiers will attend PT daily at the Division Pregnancy and Post-Partum PT session.

e. Foot March.

(1) Conditioning foot march. The uniform for the conditioning foot march is the IPFU with tan combat boots, green, black, or tan wool socks, (optional IOTV/IBA/ Plate Carrier with attached modular components), MOLLE or assault pack, and reflective belt, which will be worn around the rucksack. During limited visibility conditions, foot marches must be conducted off roads on authorized PT routes only. Road guards will be equipped with white lights during periods of darkness or limited visibility.

(2) Tactical foot march. The uniform for the tactical foot march is the ACUs with the appropriate tan combat boots, green, black, or tan wool socks, Advanced Combat Helmet (ACH), NOMEX gloves, ballistic eyewear, (optional IOTV/IBA/ Plate Carrier with attached modular components), MOLLE or assault pack, weapon (carried at the ready), and reflective belt, which will be worn around the MOLLE or assault pack. During limited visibility conditions, commanders will equip every marching Soldier with additional luminous or reflective devices that will allow the Soldier to been seen from the front and rear traffic. During limited visibility conditions, tactical foot marches must be conducted off roads on authorized PT routes only. Road guards with white lights will be used during periods of darkness or limited visibility. The Division Standard for tactical foot marches will be 12 miles in 4 hours.

e. Unit T-shirts. Battalion Commanders may substitute a distinctive unit T-shirt for the IPFU T-shirt within the following guidelines. (NOTE: Individual purchase of distinctive unit T-Shirt must be voluntary.)

(1) Authorized for units no smaller than a company size.

(2) Shirts will have the same logo on the front of the shirt as battalion. Company logos are authorized on the back of battalion T-shirts however logos must be in good taste with no profanity, nudity, or gross images.

(3) Soldiers with the unit T-shirt will run in front of the formation and those Soldiers without the T-shirt will be grouped behind the formation.

f. IPFU Wear Restrictions. The IPFU is authorized for wear on and off duty, on and off the installation as long as it is clean and serviceable. Soldiers must professionally represent the Army while in all or parts of the IPFU (i.e. – clean-shaven, appropriate locations, etc.) and will not wear into public locations following physical training if soiled or dirty due to training. Per Army Policy “5 fingered shoes are not authorized for wear with IPFU.

12. Off-Duty Appearance

Soldiers are associated and identified with the Army in and out of uniform, and when on or off duty. Therefore, when civilian clothing is worn, Soldiers will ensure that their dress and personal appearance are commensurate with the high standards traditionally associated with Army service. Commanders are charged with determining and publishing the local civilian clothing policy.

a. Clothing. Civilian Clothing.

When on duty in civilian clothes or off duty and outside of their personal dwelling, Army personnel will present a professional image that does not detract from the profession, unless specifically exempted by the commander for specific mission requirements., i.e., Sagging or wearing trousers or shorts where underwear becomes visible is not in good taste and appropriate for Army personnel or Family members. Items intended as undergarments are not acceptable as outer garments in public places, such as the PX, theaters, commissary, service clubs, chapels, clubs, dining facilities, and medical and dental facilities. Clothing that is excessively dirty or contains holes, is torn, or is adorned with vulgar and obscene slogans or designs are prohibited on Military Installations.

Attire that is immodest or likely to offend other patrons (ex., males without shirts in public areas other than recreation areas where such attire is appropriate; females wearing transparent or semi-transparent garments; and persons wearing spandex type bottoms and tops or swimwear as an outer-garment except at fitness centers and swimming pools).

Swim wear, "short" shorts, and halter tops worn by females are appropriate for sunbathing but are not appropriate for wear in on-post facilities.

Civilian clothes that Soldiers choose for off-duty wear should be in good taste and appropriate for the occasion. While short shorts and halters are appropriate for sunbathing, they are not allowed in on-post facilities. Garments with profanity, sexually explicit language or racist intent are never permitted.

b. Foot Wear. Bare feet in any facility, except where footwear is not appropriate, such as swimming pools, are not authorized. Sandals, flip-flops, slippers or shoes without socks or stockings are authorized.

13. Conduct

You are sworn to uphold the Constitution, and you serve the American people. You are expected to carry out your duties and to conduct yourself properly on and off-duty by living the Army Values, the Soldiers' Creed, and representing the 25th Infantry Division. There are civil laws, which pertain to all citizens, Soldiers included, and you must obey these laws. You will use professional language in public and common areas (i.e. PX, commissary, mall, Wal-Mart, Theater, etc). Profanity and inappropriate language is prohibited in the above mentioned locations. Soldiers will demonstrate appropriate respect for all civilian authorities on and off the installation. **Every workday, leaders will conduct "morning parade" which may consist of D & C, police call, common area walk through, and or in ranks inspection for 15 minutes prior to work call to ensure that we are meeting the Army standards.**

a. Disobedience of Lawful Orders. Soldiers must obey and execute the lawful orders of superiors. Most orders will come will from the NCO. Lawful orders given by an NCO require the same obedience as those given by an officer. Willfully disobeying an order from a NCO is an offense punishable under the UCMJ, Article 91. The maximum punishment for this offense is a bad conduct discharge, confinement for one year, and loss of all rank and pay.

b. Warrants. Civil laws pertain to all citizens, Soldiers included. Individuals who commit criminal offenses off the installation are subject to warrants issued for their arrest and may face disciplinary action under UCMJ. Criminal offenses include writing checks with insufficient finds and refusing to make restitution.

c. Personal Finances. Soldiers will have their pay sent directly to a financial institution for credit to an account in their name. Soldiers should organize their budget to live within their income and pay their bills on time.

(1) Soldiers will manage their personal affairs satisfactorily and pay just debts promptly. Failure to do so damages their credit reputation and affects the public image of the Army. Failure to pay debts could result in the denial of re-enlistment, administrative separation from the service, or punishment under the UCMJ. Indebtedness problems will be addressed IAW DoD 1344.09.

(2) Writing checks against an insufficiently funded account is a serious matter. All Soldiers will ensure that enough money is in their bank account to cover checks written. Written bad checks may result in disciplinary or administration actions.

(3) Financial Assistance. Soldiers who need financial planning assistance should first use the chain of command. Each battalion should be assigned a Financial NCO for aid to the Soldier. Additional assistance, such as budget counseling or debt liquidation, is offered through Army Community Service.

(4) Army Emergency Relief. Soldiers may apply for Army Emergency Relief (AER) assistance at their unit PAC. A completed DA Form 1103 (Application for Army Emergency Relief) signed by the commander, most recent Leave and Earnings Statements (LES), and supporting documents showing an emergency need, is required.

(5) Use of Government Travel Credit Cards. Every Soldier must know the GTCC is for official and routine (home station and return) TDY, nothing else. The CTCC is not for PCS expense, group travel, or personal reasons. The standard for all Soldiers is prompt payment of any outstanding bill.

(5) Off-Duty Employment. The commander can authorize off duty employment if it does not interfere with military duties. Unscheduled military after-duty requirements have priority over off-duty employment. Soldiers will submit a request to their commander the name and address of the prospective employer, a brief description of the work, and the hours of employment. Soldiers may not accept off-duty employment until they receive written approval from the commander.

(6) AR 608-99 requires Soldiers to manage their personal affairs satisfactorily, to include providing adequate support for their Family members.

d. Dependent/Guest Standards. Juveniles on Schofield/Wheeler will remain in their assigned dwelling from 2300-0500 unless accompanied by their sponsor. Children under the age of 14will not be left unattended, though indirect supervision is permitted. Babysitters must be in ninth grade (generally 14 years of age) or older. Sponsors/parents/custodians are responsible for the conduct of their juvenile members. Personnel are responsible for the conduct of the guest they sponsor onto the installation. Nonmilitary visitors below the age of 18 must be accompanied by a parent/legal guardian at all times. Commander may restrict or deny access of persons to Schofield/Wheeler to include termination of government quarters.

e. Vehicles. Commander are responsible for ensuring that all privately owned vehicles are properly registered with a state, have the required safety sticker, and that vehicle owners have current valid auto insurance. Soldiers and DOD civilians will not display anywhere on their vehicle any stickers, decals, ornaments, etc. which are obscene, racist, extremist or any other offensive message that is prejudicial to good order and discipline. The privilege to operate a vehicle on the installation is reserved for persons of maturity, responsibility, sobriety, and to those who show good judgment.

f. Loud Noise. Soldiers will not operate vehicles (to include motorcycles) with radios or other such sound systems at a volume that impairs the driver's ability to hear outside sounds or another vehicle's horn. Playing a radio, CD player, stereo, or any sound system too loud, in a

vehicle, operating a motorcycle, walking on the street, in the barracks, or in housing is prohibited. No audio equipment may be played loudly enough to be heard more than 30 feet away. 25th ID quiet hours are between 2300-0630 work nights and 0100-0800 weekends/ holidays, no loud noises during this time.

g. Traffic Regulations. You must have a valid driver's license, registration, HI safety inspection and insurance to operate a motor vehicle.

(1) Speed Limits. Vehicular traffic will slow to 10 MPH when passing any pedestrians on the roadway, regardless of what side of the road the pedestrians are on or how many lanes are on the road unless driving opposite of the road with a median.

(2) Restraining devices (lap belts and shoulder belts when so equipped), when riding in any vehicle, on or off duty, on or off post, are mandatory. Children under the age of four must be secured in a Federally-approved child safety seat. All children between the ages of four and seven, must ride in either a booster seat or a car seat. Kids 4'9" or taller or those riding in vehicles with lap-only seat belts in rear seats are exempt. Troop Straps will be utilized while transporting Soldiers in tactical vehicles. All Soldiers driving or riding in a tactical vehicle will wear an ACH at all times. Passengers are not allowed to ride in the back of a privately owned truck or sport utility or non-tactical military vehicles unless they wear a manufacturer installed safety belt.

(3) All government personnel (military and civilian) desiring to operate a motorcycle or moped on 25th ID installations will adhere to the following guidelines; All motorcycles must be properly registered and operators properly licensed IAW state and local law and policy in order to operate on USARHAW installations. IAW 385-10, all military riders, on or off post, will possess a Motorcycle Safety Foundation (MSF) or Motorcycle Defensive Driving Course (MDDC) certification card prior to operating a motorcycle.

(A) Helmet(s): For personnel riding motorcycles, mopeds and ATVs, helmets shall be certified to meet DOT Federal Motor Vehicle Safety Standard No. 218, United Nations Economic Commission for Europe Standard 22–05, British Standard 6658, or Snell Standard. All helmets will be properly fastened under the chin.

(B) Gloves full-fingered gloves or mittens made from leather or other abrasion-resistant material.

(C) Footwear: Leather/canvass boots or sturdy over the ankle shoes must be worn by riders at all times. High-top basketball shoes do not suffice to meet the latter requirement.

(D) Clothing: Protective clothing includes long-sleeved shirt or jacket, long trousers, and full-fingered gloves or mittens made from leather or other abrasion-resistant material. Motorcycle jackets and pants constructed of abrasion-resistant materials such as leather, Kevlar®, or Cordura® and containing impact-absorbing padding. No club affiliation patches (aka "patch", aka "cut" aka "leathers") are authorized and all manufacturing logos must be in good taste.

(E) Eye Protection: Eye protection designed to meet or exceed ANSI Z87.1, reference (z) for impact and shatter resistance includes goggles, wraparound glasses, or a full-face shield (properly attached to a helmet). A windshield or fairing does not constitute eye protection.

(F) During daylight hours (0700-1900), a fluorescent (brightly colored) and reflective vest, jacket, or upper outer garment OR a motorcycle specific jacket with padding/armor will be worn. During low-light hours (1900-0700), a fluorescent and reflective vest, jacket, or upper outer garment must be worn. Wearing a reflective PT belt alone does not suffice to meet the latter

requirement. Additionally, the reflective and fluorescent material must be present on both the front and back of the garment that is worn to meet this requirement.

(G) Modifications/Changes to Motorcycle: Soldiers who obtain a different motorcycle, other than the one they were initially certified on, or make any modification that substantially changes its dimensions, weight, performance or handling characteristics, will retake the BRC-II or MSRC (depending on type of motorcycle ridden) within one (1) month of the change or purchase before operating the motorcycle on post. All modifications should be reported to the Soldier's Motorcycle Mentor for a decision on whether the modification falls into the above category.

(H) Mandatory Progressive Training: All military riders will complete the progressive training described in AR 385-10 (See "Annex A"). Per AR 385-10, prior to the operation of any motorcycle, on or off the installation, all Soldiers must successfully complete an appropriate MSF based Basic Rider's Course (BRC) or state approved curriculum for rider's safety training. The required course may be taken on or off post, however, all installation training courses are provided to active duty military at no cost to the rider.

(1) Basic Rider Course (BRC): The BRC is the initial training course for all military motorcycle operators. The BRC provides basic knowledge and skills required to safely operate a motorcycle. The only time motorcycle operators can operate their motorcycles prior to the BRC is on their way to the actual course.

(2) Basic Rider Course 2 (BRC-II) (aka Experienced Rider Course (ERC)): All military motorcycle operators (cruiser type) will complete the BRC-II/ERC within six (6) months of completing the BRC.

(3) Military Sport-Bike Riders Course (MSRC): All military "Sport" and "Sport Touring" motorcycle operators will complete the MSRC within six (6) months of completing the BRC.

(4) Motorcycle Refresher Training (MRT): Prior to operation, all redeployed (greater than 180 days) motorcycle operators will complete the MRT.

(5) Sustainment Training: Every five (5) years following completion of the BRC-II/ERC or MSRC, Soldiers shall repeat the BRC-II/ERC or MSRC. It is strongly recommended that commanders reduce that sustainment interval to every two (2) years, but this recommendation should be balanced with the unit's OPTEMPO.

(I) Motorcycle Handlebars**:** (Hawaii State Motorcycle Laws) Handlebar (**APE Hangers)** will not exceed a height of 15" above the seat. The Army does not have any requirements on handlebar height by regulations; just requires mirrors on left and right sides of the handlebars.

(J) Motorcycle Mentorship Program**:** The purpose of the mentorship program is to establish voluntary unit level (Company or Higher) motorcycle clubs where seasoned (experienced) riders and inexperienced riders can create a supportive environment of responsible motorcycle riding and enjoyment.

h. Drugs.

(1) Possession or use of any controlled substance without a valid prescription or use of prescription drugs intended for another person, is against the law. Other substances (including, but not limited to, "Spice") deemed illegal by the federal Drug Enforcement Administration, State

of Hawaii, or Department of Defense are also prohibited. This includes the substances listed in AR 600-85 paragraph 4-2p, dated 28 December 2012. The division runs an active drug and alcohol program, and Soldiers will have random urinalysis testing conducted. Possession or use of drugs is a violation of the UCMJ and State and local laws.

(2) The purchase, importation, manufacture, possession, storage, use, distribution, or transfer of drug paraphernalia and examples provided in HRS 329-1 and HRS 329-43.5 is prohibited.

i. Use of Tobacco. Smoking, dipping, and chewing are prohibited in the work place (except in designated areas), military vehicles, aircraft, or during physical training. No smoking is authorized within 50ft from any buildings.

Electronic cigarettes will not be used indoors, in the work place or in any establishment on Schofield Barracks / Wheeler Airfield. The use of an Electronic Cigarette while walking in uniform is not authorized.

j. Alcohol Usage and Laws. Soldiers are required to comply and conduct themselves accordingly while drinking alcohol.

(1) Prohibited Acts. There will be no drinking while on duty. Except as authorized by the first General Officer. 25th Infantry Division Soldiers will not have a blood alcohol level of .05 percent (milliliters of alcohol per 100 milliliters of blood) or above while on duty. Nothing in this blue book should be interpreted to mean that impairment does not exist if the blood alcohol level is less than .05 percent. Soldiers may be punished under the UCMJ for being impaired while on duty.

(2) Do not operate motor vehicles or motorcycles while intoxicated. Hawaii State laws for Driving While Ability Impaired (DWAI) are .05 to .07 percent and Driving Under the Influence of Intoxicants is .08 percent or higher. Driving a vehicle after consuming any measurable amount of alcohol is illegal for persons under the age of 21. Offenders will receive a memorandum of reprimand from the Commanding General that may be filed in their Army Military Human Resource Record (AMHRR), and their installation driving privileges will be immediately suspended for 1 year.

(3) Age Requirements. In accordance with state laws alcoholic beverages will not be sold or served to persons who have not reached the age of 21 years.

(4) Do not sell, transport, consume, possess, introduce, or offer to others alcoholic beverages in any of the following areas:

(a) Army aircraft or vehicles.

(b) Theaters.

(c) Privately Owned Vehicles. Open alcoholic beverage containers may not be transported or consumed in the passenger compartment of a motor vehicle.

(d) Dining facility, except when specifically authorized by the first Colonel Level Commander and in accordance with guidance provided with such authorization.

(5) Any Soldier involved in an alcohol-related incident will be command referred to the Army Substance Abuse Program (ASAP) within 72 hours of the offense.

k. Firearms and Prohibited Items. All Soldiers and Family members are required to comply with the following concerning the use and storage of firearms:

(1) All individuals residing on USAG-HI installations will register all privately owned firearms, including war trophies, with the area Provost Marshal Office within 3 working days

after occupying quarters or acquiring such firearms. Personnel must present a Hawaii State registration permit when privately owned firearms are registered. Until licensed, store all handguns in unit arms rooms.

(2) Individuals will not store firearms of any kind in single Soldiers Barracks areas, except in unit arms rooms.

(3) Individuals must license all firearms with the State of Hawaii within five days of purchase or acquisition.

(4) Individuals who move to Hawaii and bring firearms, must register the firearms within 72 hours after the firearm enters the state.

(5) If a Privately Owned Firearm is lost or stolen the owner will make an immediate report to the PMO.

(6) Individuals will not use any BB, pellet-type, paintball and airsoft rifle or pistol, slingshots, blowgun, or bow and arrow (other than those with cup-type tips) on the installation, except in areas designed by the Garrison Commander.

(7) Fireworks. Exception - Commercial fireworks used in holiday celebrations on the installation will be transported, set up, and fired by the commercial firms or licensed pyrotechnic technicians in accordance with local laws and NFPA Standard 1123.

(8) It is unlawful to store, transport, use, or possess privately owned firearms, weapons, and ammunition on any USAG-HI Installation except:

(a) In a unit arms room, or Family quarters.

(b) When engaged in sporting activities, such as hunting and target shooting, at locations authorized by the Garrison Commander.

(c) When transporting privately owned firearms, weapons or ammunition between places of use, possession, or storage, as authorized by the Garrison Commander.

(d) It is unlawful to transport, or cause to be transported, any loaded privately owned firearm.

(e) It is unlawful to possess military ammunition, including blank ammunition, except as authorized by the unit or Garrison Commander.

(f) It is unlawful to carry concealed or openly displayed about your person any bowie knife, dirk, dagger, slingshot, loaded cane, metallic knuckles, razor, shuriken, stun gun, pistol, gun, or other deadly weapon of like kind. This does not apply to an ordinary pocketknife carried in a closed position. “Ordinary pocket knife” means a small knife having a cutting edge of no more than 4 inches in length, designed for carrying in a pocket or purse, which has its cutting edge and point entirely closed by its handle, and that may not be opened by a throwing, explosive, or spring action. This prohibition does not apply to the following persons:

(g) Persons carrying hunting or fishing knives, when not concealed, and being used in conjunction with authorized hunting, fishing, military training, or field exercises.

(h) Division personnel acting under orders requiring them to carry arms and weapons.

(i) Persons legally carrying a handgun, when not concealed, and being used in conjunction with authorized hunting or target shooting in authorized areas.

(j) It is unlawful to possess “blackjacks”, “slappers”, handcuff keys, riot clubs, night sticks, lead or iron pipes, rubber or plastic hoses wrapped with tape or filled with sand, lead, buckshot,

or any other material, or any similar devices, except when specifically authorized by the unit or Garrison Commander for duty, officials, or guards in performing police duties or guard duty.

(k) It is unlawful to use or possess numb chucks, stars, shurikens, or other related martial arts weapons outside training/exhibition areas unless authorized by the Garrison Commander.

(l) It is unlawful to conceal on the person or within his immediate reach razors, ice picks, screwdrivers, or similar devices and tools to use as weapons.

(m) It is unlawful to use or possess pyrotechnics, grenades (including smoke), or other explosive of any type except when authorized by the unit or Garrison Commander for use in conjunction with approved military training.

(n) It is unlawful to use or possess mace or any other commercial or homemade device designed to disperse a chemical agent for the primary purpose of incapacitating another, except when authorized in writing from the commander of the company, troop, or battery to which they are assigned.

(o) It is unlawful to possess bolt cutters, crow bars, wrecking bars or tools which could be used to gain entry into a secured area, room, or wall locker except for those items which would normally be used in individual maintenance of an automobile or motorcycle and are secured in a POV/motorcycle, Family quarters, or Bachelor Officer/Enlisted Quarters.

(9) Willful violation of the above items is punishable under the UCMJ and applicable civil laws if violation occurred off the installation.

l. "Off-limits" Structures and Areas.

(1) Individuals will not enter off limits or restricted areas without authority.

(A) Vacant structures and storage and supply buildings or areas.

(B) All range and training areas, unless specifically authorized.

(C) Specified parking areas when so marked or posted.

(D) Established placed off-limits be the Armed Forces Disciplinary Control Board under the provisions of AR-190-24.

(E) Other areas when so marked or posted.

14. Soldier Readiness Packet (SRP)

SRP will be scheduled prior to deployment. All Soldiers are expected to be ready to deploy with little advance notice. To meet this demand, all Soldiers must keep the following items current at all times:

a. ID Card. Must be carried, correct, and serviceable at all times. Report problems with ID cards (loss, damage) to your orderly room immediately. Alterations to your ID card are punishable under the UCMJ.

b. ID Tags. Two sets of ID Tags will be maintained at all times. 1st set on your person in accordance with AR670-1. The 2nd set will be maintained inside your SRP. This is to include any and or all red medical tags.

c. Service members' Group Life Insurance (SGLI) and DD93. Correct emergency data records as soon as a change occurs or within 30 days of change. The most common causes of change are marriage, divorce, and birth of children, relocation of Family members, and changes in beneficiaries, or their addresses. Report all changes to your first line leader immediately in order to schedule and update with the appropriate agency.

d. Will and Power of Attorney (POA). Wills and powers of attorney must be kept current and correct. If you need or want to change a will or power of attorney, contact the Legal Assistance office on your installation.

e. Family Readiness Groups (FRG). AR 600–20, para 5-10, establishes the requirement for Family readiness groups. These groups provide vital support and services to Family members while Soldiers are deployed. Soldiers are responsible for ensuring the needs of their Family members are met in the event of a short or no notice deployment. For more information, contact your chain of command.

f. Dental. Soldiers are required to have annual dental checks to stay deployable. Any dental condition likely to cause a dental emergency (Category 3) must be treated to make the Soldier deployable.

g. Medical. Soldiers are required to maintain their medical readiness. Soldiers must ensure items such as eye exams, audiology, and periodic physicals are maintained. Leaders must ensure Soldiers maintain, (if required) at least two pair of eyeglasses and protective mask inserts at all times. These are required during the unit SRP process. Soldiers who possess permanent profiles (P3 or higher) are considered non-deployable therefore must appear before a MOS Medical Review Board (MMRB).

15. Payday Activities.

The uniform for Payday Activities is the tropic B uniform as described in

a. Payday. Activities is a good time for small unit leaders to observe and make corrections on their Soldiers. They may want to schedule counseling at this time. It is also a time for the chain of command to talk to Soldiers and for first line supervisors to do their monthly counseling with their junior enlisted.

b. Commanders. Commanders will conduct Pay Day Activities on the first Friday of the monthly pay period. Activities for that day will include unit awards, formations, uniform and room inspections, mandatory training and administrative actions.

16. Leave

a. Leave. Soldiers accrue 30 days of leave annually. It is accrued at the rate of 2 1/2 days each month. Your accrued leave is shown on your Leave and Earnings Statement (LES). Soldiers are encouraged by commanders to take periodic short leaves or leave during the unit's scheduled block leave rather than save up a large number of days, which they may not be able to use all at one time. Leaves are requested in advance according to your unit SOP and are approved by commanders using DA Form 31. When you submit a request for leave, you are telling the commander that:

(1) You have sufficient days accrued or are asking for advanced leave.

(2) You have enough money to cover your cost of leave and travel.

(3) You will return on time.

(4) You know to ask for an extension of leave if necessary.

(5) You can be contacted at the leave address stated in the event of a recall at any time.

(6) You will carry your approved DA Form 31 and Military ID card with you at all times.

(7) You will uphold the expected standards of conduct and appearance. Failure to return by 2400 hours on the designated last day of leave could result in you being AWOL. The unit phone number(s) contained on the DA Form 31 will be used to contact your unit if you cannot return by the prescribed time.

(8) Leave (both ordinary and emergency) taken outside the continental US (OCONUS) must be approved in advance by the Soldier's chain of command and G1/AG.

b. Block leave programs are treated as part of the commander's annual leave program and are designed to provide maximum opportunity for all Soldiers to take leave at the same time. Block leaves are incorporated into the master training schedule as a normal part of the training year.

c. Passes. A pass is an authorized absence from your unit for a relatively short period of time. Passes are a privilege to be awarded to deserving Soldiers by commanders. They are not a right. Passes are granted only to deserving Soldiers and only when you are not required to perform essential duties.

17. Counseling. FM 6-22.

Counseling is one of the most important leadership development responsibilities for Army leaders. The Army's future and the legacy of today's Army leader's rests on the shoulders of those they help prepare for greater responsibility. There are 3 basic types of counseling Event, Performance and Professional growth. Leaders should counsel subordinates for exceptional as well as substandard duty performance. Leaders will develop better Soldiers for the 25th and United States Army. Forms to assist in counseling 25thIDTLC, 25th ISR, FM 6-22 Appendix B.

18. Military Courtesy 600-25

Various forms of courtesy have become military customs and traditions. It is important to render a proper hand salute and greeting of the day.

a. Saluting. The exchange of a salute is one of the oldest traditions in the military and a visible sign of good discipline and mutual respect.

(1) Saluting Senior Officers. Salutes and salutations (greetings) are rendered by enlisted personnel to officers and by junior officers to seniors. All Soldiers render the salute unless it would be impractical (e.g., arms full of packages) and exchange verbal greetings, such as the unit motto or "Tropic Lightning" followed by "Sir" or "Ma'am" as appropriate. The return greeting is the unit motto or "Strike Hard" Hand salute should be rendered when you recognize the officer in uniform.

(2) In the Field. Saluting is mandatory during training exercises following the same rules as in garrison.

(3) Senior Officer Staff Cars. Be alert for Generals and other senior officers' vehicles identified by a red plate depicting their rank and headlights on. You must render a salute to these officers as they pass.

(4) Greetings are rendered by enlisted personnel to Non-Commissioned Officers. All Soldiers exchange verbal greetings, the unit motto or "Tropic Lightning" followed by rank ("Sergeant Major, Sergeant" as appropriate). The return greeting is the unit motto or "Strike Hard." Greetings should be rendered when you recognize the NCO in uniform.

NOTE: When any of the ceremonial songs below are played/heard, ALL VEHICLES in the area will stop, dismount the vehicle, and render the proper courtesy. Civilians are expected to place their right hand over their hearts.

(5) Reveille. Played at 0630 daily. When outside, in IPFU or duty uniform and not in formation, face the flag or music and render a salute on the first note. Remain at "present arms" until the last note has been played. In civilian clothes, stand at "Attention" and place the right hand over the heart (or headgear over the left shoulder if worn) until the last note is played.

(6) Retreat/To the Colors. Played at 1700 daily and 1500 on Wednesdays. This tradition is celebrated in two distinct parts; the bugle call of "Retreat" followed by "To the Colors." When outside, in IPFU or duty uniform, face toward the Colors or music and assume the position of "Attention" on the first note of Retreat. Remain at this position and render the hand salute on the first note of "To the Colors." When in formation and or group in uniform senior ranking Soldier will order formation to position of "Parade Rest." On the first note of "To the Colors the senior ranking Soldier will order formation to "Attention, Present Arms." In civilian clothes, stand at "Attention" during "Retreat" and place the right hand over the heart (headgear place over the left shoulder if worn) on the first note of "To the Colors."

(7) National Anthem. When outside, in IPFU or duty uniform and not in formation, face toward the Colors or music, assume the position of "Attention," and render the hand salute on the first note of the music. (All veterans are now authorized to render hand salute when the National Anthem is being played). In civilian clothes, stand at "Attention" and place the right hand over the heart (or headgear over the left shoulder if worn) or render the hand salute on the first note.

b. Customs and Courtesy. AR 600-25

(1) The first person to sight an officer who is higher in rank than the officer present in the room should call "Attention." When a senior noncommissioned officer enters a room/area, the first person to sight the senior NCO, should sound "At Ease". Examples are unit headquarters, orderly rooms, supply rooms, dayrooms, squad rooms, and hallways. The senior Soldier present in the area should then report to the visitor (example: SGT Jones, NCOIC of the motor pool, reports). In smaller rooms, containing one or two Soldiers, the Soldier(s) should rise and stand at the position of attention when an officer enters the room or Parade Rest when an NCO enters.

(2) In work areas such as offices, shops, hangers, and medical treatment facilities, personnel can remain working but the senior Soldier will report to the visiting officer.

(3) Dining Facilities. The first person sighting an officer senior in rank to the unit commander or senior to those present in the dining facility should call "At ease" so that the officer's presence is known and necessary action can be taken. The Soldiers should fall silent but continue to work or eat. The senior dining facility OIC or NCOIC should report to the officer.

(4) Tactical Operations Centers. The first person sighting an officer senior in rank to the unit commander or senior to those present in the dining facility should call "At ease" so that the officer's presence is known and necessary action can be taken. The Soldiers should fall silent but continue to work.

(5) During Conversations. All Soldiers, officer or enlisted, come to the position of attention facing a senior officer when spoken to in an official capacity. Normally the senior officer will direct "At ease" or "Carry on" if the situation merits. At other times, such as during

the conduct of routine business or informal conversation, a junior officer or enlisted Soldier should face the superior officer and be at “Attention.” When an enlisted Soldier is speaking to a noncommissioned officer, the Soldier stands at “Parade Rest” unless otherwise directed by the NCO. A subordinate will stand when spoken to by someone senior in rank, unless the superior directs otherwise. When walking with a senior Soldier, the junior Soldier walks to the senior’s left side.

(6) When an officer approaches Soldiers in a formation, the person in charge calls, “Attention,” and renders a salute for the entire group. When an officer senior in rank approaches a group of individuals not in formation, the first person sighting the officer calls, “Attention,” and everyone in the group faces the officer and renders a salute with the appropriate greeting. Soldiers working as part of the detail or participating in some other group activity such as athletics do not salute. The person in charge, if not actively engaged, salutes for the entire detail or a group of Soldiers. While running in a PT formation the senior Soldier in charge of the running formation will sound off with ”Tropic Lightning” Sir or Ma’am.

(7) Soldiers must be alert for vehicles identified with plates depicting general officer or other senior rank attached to the front of the vehicle. Proper military courtesy requires that Soldiers render a salute to these officers as they pass.

19. Single Soldier Barracks Policy

Commanders are responsible for good order and discipline, as well as the health and welfare of all their Soldiers. Platoon Sergeants or above will physically inspect activities at single Soldier barracks prior to and after 2400 daily and log their findings with the BN SDO/SDNCO.

a. Room Standards. Soldiers may arrange and decorate their rooms within the limits of good taste and IAW with Army Values. Rooms must comply with health and safety regulations. Soldiers may use civilian furniture. Soldiers may have and use microwave ovens, telephones, civilian blankets, and other comforts. Barracks residents are responsible for maintaining common-use areas. Remember the barracks will be inspected routinely by your leader.

b. Visitation. Soldiers living in the barracks may have visitors of either sex. Roommates must establish ground rules for visits and both agree to who may visit. Soldiers must escort their visitors at all times. Soldiers are responsible for the actions of their visitors, and unescorted visitors will be removed from the installation when appropriate. Visitation remains a privilege and may be discontinued for reasons of discipline or military necessity, e.g., deployment. No visitors are allowed in the barracks from 2230-0930 weekdays and 0030-0930 weekends and holidays.

c. Alcohol. Only Soldiers who are 21 years of age or older may possess or drink alcohol in the barracks. Possession and consumption of alcoholic beverages in single enlisted Soldier quarters is a privilege, not a right. Commanders may revoke this individual Soldier privilege if abused. Every Soldier who drinks alcohol is urged to do so responsibly. No more than six bottle/cans of beer or one bottle of wine per each Soldier assigned in each barracks room (no liquor is authorized in the barracks). IAW the 25th ID CG Standards and Conduct Policy letter.

d. New Soldiers. All new Soldiers (without dependents) will have a battle buddy; also a sponsor will see the SMs through the process for the next 120 days.

e. Leaders Presence. PSG or above will check Soldier status in the Barracks activities during Friday, Saturday and DONSAs night after 2300hrs.

f. Charge or Quarters (CQ) Responsibilities. CQs will focus on discipline, cleanliness, and protection of all Soldiers/NCOs, to include all visitors.

h. Pets. No pets, including caged animals, are allowed in the barracks. Reasons for this restriction include consideration for roommates, disposition and care upon deployment, and humane care for pets. Aquariums of reasonable size containing fish are allowed if roommates agree. Soldiers must have deployment disposition plans in place.

20. Assistance Organizations

If you have a problem, any problem you cannot resolve, do not keep it to yourself. There are many people who are interested in helping you and your Family. The first person you should contact is your immediate supervisor. He or she is very interested in helping you and is available 24 hours a day. Use your chain of command.

a. Army Community Services (ACS). ACS is ready to provide information, assistance, and guidance on such varied subjects as financial planning, food stamps/WIC eligibility, relocation, Exceptional Family Member Assistance/advocacy, domestic violence prevention, stress and anger management, parenting, speaking and writing English, and completing a high school education. ACS also maintains a loan closet for newly arrived Soldiers and Family members awaiting household goods, and provides baby bundles for newborn infants of junior enlisted Soldiers. Army Emergency Relief (AER) is located with ACS. ACS can be contacted by calling 808-655-4227.

b. Legal Assistance. You can get free legal advice on civil-legal matters (contracts, wills, insurance, leases, separation agreements, and powers of attorney) from the Legal Assistance Office located at the Combined Legal Center. You should call 808-655-8607 for an appointment at the legal office. This advice is also available to your Family members and retirees. The Claims office is also located at the Combined Legal Center and is available for filing of claims such as for damages to household goods.

c. American Red Cross. Emergency services are available 24 hours a day, 7 days a week. The Red Cross provides military personnel and their Family members with counseling, emergency notifications and financial assistance due to an emergency. The American Red Cross can be contacted at 1-877-272-7337.

d. Chaplain. Your unit chaplain is always available to you for spiritual or Family counseling. A duty chaplain is on call at all times. Contact your Staff Duty during off-duty hours.

e. Education Center. The mission of the Education Center is to support the Army Continuing Education System by building professionalism, encouraging self-improvement, and serving each individual at his/her academic level of need. Education center can be contacted at 808-655-0800.

f. Behavioral Health Services. The Schofield Barracks Behavioral Health Department in conjunction with the Tripler Medical Center provides comprehensive mental health services, i.e., psychiatry, psychology, social work service, and substance abuse/dependence services for all Active Duty Soldiers. Appointments can be made by contacting 808-433-1498.

(1) After hours emergency service (Holidays and weekends)Tripler Emergency Room at 808-433-6629.

During hours from 0700 to 1830 call the Acute Care on Schofield Barracks at 808-433-8850 (closed Thanksgiving and Christmas)

(2) National Suicide Prevention Hotline: 1-800-273-8255.

(3) Military One Source. An integrated Army information source that is available 24 hours a day 365 days a year. The Army One Source can and will answer any type of questions you may have concerning any Army issue. All calls are answered live and can be accessed by the

following numbers. 24/7 help source: www.armyonesource.com or 1-800-342-9647 for help anytime/anywhere.

21. Inspector General Assistance

- It is every Soldier's right to seek the advice of the Inspector General (IG) concerning requests for assistance, complaints, or grievances that have not been resolved by the chain of command.
- Remember, you must first have permission to be absent from your place of duty if you choose to visit the Division IG during duty hours.
- You are encouraged to use your chain of command first. More often than not, they can and will resolve any matter that concerns you.
- Inspector General can be contacted at 808-655-0847.

22. Sponsorship

All transitioning Soldier and Army civilian will be assigned a sponsor; junior level female Soldiers are a priority. This sponsor will be of the same rank or of one higher rank than the incoming Soldier. It is the sponsor's responsibility to ensure a smooth transition into the unit, and to get the Soldier and Family integrated as soon as possible. The Sponsor will do the following:

a. Initiate contact with incoming personnel within 24 hours of receiving their information from the gains roster.

b. Send an Army Community Services (ACS) welcome packet for the community via email.

c. Ask the newcomer about specific needs and concerns. If they do no raise and, try to determine their needs and meet them.

d. Promptly provide any information requested. Ask for assistance if necessary. Do not ignore request.

e. Provide specific unit, mission, duties, and in-processing details.

f. Provide specific installation housing policies and cost of living information.

g. Sponsor the entire Family. Initiate contact between spouses and children, as appropriate.

h. Tell the newcomer where you will meet them upon day of arrival.

i. Inform the chain of command of any changes in the status of the incoming personnel.

j. Promptly follow-up with the newcomers on all correspondence.

Arrival and Post Arrival Duties (continuing 4 Weeks After)

k. Meet the newcomer at the arrival point as planned.

l. Insure the newcomer's basic needs are met, including meals, pet arrangements, and Family and emergency contact numbers.

m. Assist with temporary transportation until other means are established.

n. Introduce the newcomer to the immediate chain of command, supervisors, and co-workers, and orient them to the unit and mission.

o. Provide a tour of essential post and community locations including the PX, Commissary, thrift shop, medical clinic, schools, clubs and dining facilities. Also familiarize the newcomer with the local area.

p. Introduce Family members to the Family Support Group. Unaccompanied personnel should be introduced to the Better Opportunities for Single Soldiers (BOSS) program.

q. Assist the newcomer in obtaining a driver's license, and inspection and registration of POV, as necessary.

r. Take the newcomer to ACS for information on the Loan Closet and other available services.

s. Acquaint the newcomer with the local school system and child care facilities, as necessary.

A sponsor is responsible for the incoming Soldier. The sponsor must counsel the Soldier on the off-limit areas prior to their first weekend. The sponsor will at a minimum conduct a face to face check-in with the Soldier each day of the first weekend. The sponsor is encouraged to invite the incoming Soldier to accompany them for the weekend to make the incoming Soldier feel more welcome and become more familiar with Oahu. The incoming Soldier should not be left alone for their entire first weekend. This is the first impression that the Soldier will have of the unit. It is vital that we welcome all of our Soldiers with open arms.

23. Open Door Policy

Every commander from the Commanding General down to company/detachment commanders within the division has an open door policy. Commanders are available to their Soldiers at all times. If you have a problem your supervisor cannot solve, go see the next higher commander. All Soldiers are free to use open door policy at any level after first notifying their chain of command of their intent to seek open door policy. They do not have to state the reason for seeking to use the open door policy.

24. Relationships Between Soldiers of Different Rank

Recent Army-wide reports of misconduct indicate a trend of incidents in which leaders have been inappropriately involved with junior Soldiers. Examples of this inappropriate behavior include NCOs and junior Soldiers drinking together at local bars, or NCOs hosting parties for junior Soldiers where underage drinking is encouraged or condoned. The Army has a long-standing policy prohibiting these types of inappropriate relationships and other types of fraternization. AR 600-20, paragraphs 4-14, 4-15, and 4-16 outlines the Army policy in detail. Relationships between Soldiers of different rank are prohibited if they: compromise, or appear to compromise, the integrity of supervisory authority or the chain of command; cause actual or perceived partiality or unfairness; involve, or appear to involve, the use of rank or position for personal gain; are perceived to be, exploitative or coercive in nature or; create an actual or clearly predictable adverse impact on discipline, authority, morale, or the ability of the command to accomplish its mission. Dating, shared-living arrangements, and relationships sexual in nature are prohibited between officers and enlisted personnel. With some exceptions, ongoing business relationships are also prohibited between officers and enlisted. Fraternization rules apply to both same and opposite sex relationships, regardless of whether the Soldiers are in different chains of command. Commanders and NCO leaders should seek to prevent inappropriate or unprofessional relationships through proper training and leadership by example. When commanders become aware of fraternization, they must respond appropriately, after considering all of the facts and circumstances, and in consultation with their legal advisors.

25. Sexual Harassment/Assault Response & Prevention (SHARP) AR 600-20

Sexual harassment and sexual assault have no place in the Army. The policy of the Army is that both sexual assault and sexual harassment are unacceptable and will not be tolerated. Army leadership at all levels will be committed to creating and maintaining an environment conducive to maximum productivity and respect for human dignity. Sexual harassment and sexual assault destroy teamwork and negatively affect combat readiness. The Army bases its success on mission accomplishment. Successful mission accomplishment can be achieved only in an environment free of sexual harassment/sexual assault for all personnel. Leaders set the standard for Soldiers and DA civilians to follow. Personnel within U.S. Army Hawaii are charged with upholding the Army's motto and campaign: **Intervene, Act, and Motivate.** There are no innocent bystanders. If you see something you know is wrong, act, don't just pass it by. It takes all of us to change the culture and protect one another so we can eradicate sexual assault and sexual harassment from our Army.

a. Definitions.

(1) Sexual assault. Sexual assault is a crime 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 rape, nonconsensual sodomy (oral or anal sex), indecent assault (unwanted, inappropriate sexual contact or fondling), or attempts to commit these acts. Sexual assault can occur without regard to gender or spousal relationship or age of victim. "Consent" will not be deemed or construed to mean the failure by the victim to offer physical resistance. Consent is not given when a person uses force, threat of force, or coercion or when the victim is asleep, incapacitated, or unconscious.

(2) Consent. Consent is defined as words or overt acts indicating a freely given agreement to the sexual conduct at issue by a competent person. An expression of lack of

consent through words or conduct means there is no consent. Lack of verbal or physical resistance or submission resulting from the accused's use of force, threat of force, or placing another person in fear does not constitute consent. A current or previous dating relationship or the manner of dress of the person involved with the accused in the sexual conduct at issue shall not constitute consent. There is no consent where the person is sleeping or incapacitated, such as due to age, alcohol or drugs, or mental incapacity.

b. Sexual Harassment. Sexual harassment is a form of gender discrimination that involves unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature between the same or opposite genders when—

- Submission to, or rejection of, such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career.

- Submission to, or rejection of, such conduct by a person is used as a basis for career or employment decisions affecting that person.

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

(1) Any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a Soldier or civilian employee is engaging in sexual harassment. Similarly, any Soldier or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is engaging in sexual harassment.

(2) Categories of sexual harassment

(a) Verbal. Examples of verbal sexual harassment may include telling sexual jokes; using sexually explicit profanity, threats, sexually oriented cadences, or sexual comments; whistling in a sexually suggestive manner; and describing certain attributes of one's physical appearance in a sexual manner. Verbal sexual harassment may also include using terms of endearment such as "honey", "babe", "sweetheart", "dear", "stud", or "hunk" in referring to Soldiers, civilian co-workers, or Family members.

(b) Nonverbal. Examples of nonverbal sexual harassment may include staring at someone (that is, "undressing someone with one's eyes"), blowing kisses, winking, or licking one's lips in a suggestive manner. Nonverbal sexual harassment also includes printed material (for example, displaying sexually oriented pictures or cartoons); using sexually oriented screen savers on one's computer; or sending sexually oriented notes, letters, faxes, or email.

(c) Physical contact. Examples of physical sexual harassment may include touching, patting, pinching, bumping, grabbing, cornering, or blocking a passageway; kissing; and providing unsolicited back or neck rubs. Sexual assault and rape are extreme forms of sexual harassment and serious criminal acts. When these acts occur, report them in accordance with the procedure outlined in chapter 8 and appendix H, of AR600-20.

(3) Types of sexual harassment

(a) Quid pro quo. “Quid pro quo” is a Latin term meaning "this for that." This term refers to conditions placed on a person’s career or terms of employment in return for favors. It includes implicit or explicit threats of adverse action if the person does not submit to such conditions and promises of favorable actions if the person does submit to such conditions. Examples include demanding sexual favors in exchange for a promotion, award, or favorable assignment; disciplining or relieving a subordinate who refuses sexual advances; and threats of poor job evaluation for refusing sexual advances. Incidents of “quid pro quo" may also have a harassing effect on third persons. It may result in allegations of sexual favoritism or general discrimination when a person feels unfairly deprived of recognition, advancement, or career opportunities because of favoritism shown to another Soldier or civilian employee on the basis of a sexual relationship. An example would be a Soldier who is not recommended for promotion and who believes that his or her squad leader recommended another Soldier in his or her squad for promotion on the basis of provided or promised sexual favors, not upon merit or ability.

(b) Hostile environment. A hostile environment occurs when Soldiers or civilians are subjected to offensive, unwanted and unsolicited comments, or behaviors of a sexual nature. If these behaviors unreasonably interfere with their performance, regardless of whether the harasser and the victim are in the same workplace, then the environment is classified as hostile. A hostile environment brings the topic of sex or gender differences into the workplace in any one of a number of forms. It does not necessarily include the more blatant acts of “quid pro quo”; it normally includes nonviolent, gender-biased sexual behaviors (for example, the use of derogatory gender-biased terms, comments about body parts, suggestive pictures, explicit jokes, and unwanted touching).

C. Reporting Procedures.

(1) Actions of the Commander Upon Receipt of Sexual Assault Report.

(a) Immediately upon receipt of an allegation of sexual assault involving Soldiers, DA Civilians or Family members, commanders will take steps to ensure the victim’s physical safety, emotional security, and medical treatment needs are met and that the SARC and appropriate law enforcement/criminal investigative services, to include CID, are notified.

(b) Commanders should also encourage the victim to get a medical examination no matter when the incident occurred. Commanders will ensure that victims of sexual assault receive sensitive care and support and are not re-victimized as a result of reporting the incident.

(c) Report all incidents of sexual assault to the office of the SJA within 24 hours.

(d) Ensure victims have been offered the services of the SJA’s Special Victim’s Counsel and/or victim witness liaison, advise victims of their rights in accordance with AR 27–10 and make them aware of and encourage them to exercise their options during each phase of the medical, investigative, and legal processes.

(e) Follow written procedures established by senior commanders for reporting sexual assault through the chain of command.

(f) Throughout the investigative process, the chain of command will ensure the victim is treated with dignity and respect and all information about the allegations giving rise to the investigation will be restricted to those who have a bona fide "need to know."

(g) Commanders should focus on the offense, not the alleged offender or victim.

(2) Actions of the Commander Upon Receipt of Sexual Harassment Complaint.

(a). Upon receipt of a sexual harassment complaint, the commander is required to identify and rectify sexual harassment elements giving rise to the allegations of sexual assault. All formal complaints will be reported within 3 calendar days to the first General Courts-Martial Convening Authority (GCMCA) in the chain of command. Additionally, the commander will provide a progress report to the GCMCA authority 21 days after the date on which the investigation commenced and 14 days thereafter until completion.

(b). The commander will either conduct an investigation personally or immediately appoint an investigating officer according to the provisions of AR 15–6. Depending on the magnitude of the complaint, the commander may deem it necessary to ask the next SC in the chain of command to appoint the investigating officer.

(c). The commander will establish and implement a plan to protect the complainant, any named witnesses, and the subject from acts of reprisal. The plan will include, as a minimum, specified meetings and discussions with the complainant, subject, named witnesses, and selected members of the chain of command and coworkers.

(1) Content of the discussions with the above-named individuals will include the definition of reprisal with examples of such behavior; the Army's policy prohibiting reprisal; the complainant's rights and extent of whistleblower protection afforded complainants, witnesses, and the subject under DODD 7050.6; encouragement to all the aforementioned individuals to report incidents and/or threats of reprisal; the procedures to report acts and/or threats of reprisal; the consequences of reprisal; possible sanctions against violators; a reminder of the roles and responsibilities of the leadership in the prevention of reprisal and protection of all parties involved; the command's support of a thorough, expeditious and unbiased investigation and good faith in attempting to resolve the complaint; and the need to treat all parties in a professional manner both during and following the conduct of the investigation.

D. Sexual Assault Reporting Options for Victims.

(1) Restricted reporting. Restricted reporting allows a Soldier who is a sexual assault victim, on a confidential basis, to disclose the details of their assault to specifically identified individuals and receive medical treatment and counseling, without triggering the official investigative process. Soldiers who are sexually assaulted and desire restricted reporting under this policy should report the assault to the SARC, VA, chaplain, or a healthcare provider.

(2) Unrestricted reporting. Unrestricted reporting allows a Soldier who is sexually assaulted and desires medical treatment, counseling, and an official investigation of his/her allegation to use current reporting channels (for example, the chain of command or law enforcement), or he/she may report the incident to the SARC or the on-call VA. Upon notification of a reported sexual assault, the SARC will immediately notify a VA. Additionally, with the victim's consent, the healthcare provider will conduct a forensic examination, which may include the collection of evidence.

E. Some Points to Consider:

(a) Sexual harassment and sexual assault are both punishable under UCMJ.

(b) Anybody can be an offender; anybody can be a victim.

(c) It can happen anywhere, not just in the workplace.

(d) Obscene language, gestures, or cadence calls are unacceptable.

(e) Treat everyone you encounter with respect.

(f) Sexual contact with someone who is incapacitated is sexual assault.

To get information or clarification about whether you have experienced a sexual assault or sexual harassment, or to make a report, call or see your unit's SHARP SARC or VA or call the USARHAW SHARP Hotline at 808-655-9474 or call the DoD Safe Help Line at 877-995-5247. You can also receive help by visiting the USARHAW SHARP office at Building 692, 3585 McCornack Road, Schofield Barracks, Hawaii.

26. Equal Opportunity (EO) (AR 600-20)

All Soldiers, Family members, and DA Civilians have the right to be treated fairly without regard to their sex, race, color, gender, religion, or national origin. USARHAW leaders and personnel at all levels are committed to creating and maintaining an environment conducive to maximum productivity and respect for human dignity. **The Equal Opportunity Program creates and sustains effective units by eliminating discriminatory behaviors or practices that undermine teamwork, mutual respect, loyalty, and shared sacrifice of men and women of America's Army. Commanders at all levels are responsible for eliminating hazing and bullying behavior within their formations. Hazing and bullying have a negative impact on readiness. The physical or mental injury caused by hazing and bullying damages the medical readiness of the force. It further destroys trust and cohesion among Soldiers and erodes the foundation of the Army values and Warrior Ethos.** Leaders set the standard for Soldiers and DA civilians to follow. Personnel within this command are charged with upholding the Army's Policies and Regulatory guidelines if you see something, act, and do not just pass it by. It takes all of us to change the culture and protect one another. Equal Opportunity (EO) concerns can be address by visiting your unit level Equal Opportunity Advisor (EOA) or calling or visiting the Division EO office at 808-655-0386/0053 building 584 on Schofield Barracks (In the back of the Post Conference Room).

a. Some Points to Consider:

(1) All substantiated Equal Opportunity Complaint whether formal or informal will be annotated on the subject's evaluation (NCOER/OER).

(2) Anybody can do an on the spot corrections.

(3) Treat people with dignity and respect 24/7.

b. Reporting & Documenting Incidents of Bullying and Hazing.

(1) **Victims of bullying, hazing and maltreatment are encouraged to report incidents to their chain of command. The victim may also report incidents to the appropriate Inspector General's office and these incidents may be investigated by that office or referred to the command for investigation.**

(2) Commanders are responsible for coordinating with their unit EOA to ensure that all hazing or bullying allegations are recorded and tracked in the Equal Opportunity Reporting System (EORS). Although administrative investigations into hazing or bullying are not EO investigations, EOAs will ensure that these incidents are recorded in EORS for tracking purposes. If a Soldier possesses a security clearance, commanders will ensure the security manager records the derogatory information as an incident report in the JPAS (or subsequent system) in accordance with AR 380–67.

27. Hazing

The Army has been and continues to be a values-based organization where everyone is encouraged to do what is right by treating others as they should be treated—with dignity and respect. Hazing is fundamentally in opposition to our values and is prohibited.

a. Definition. IAW AR 600–20: Hazing is defined as any conduct whereby one military member or employee, regardless of Service or rank, unnecessarily causes another military member or employee, regardless of Service or rank, to suffer or be exposed to an activity that is cruel, abusive, oppressive, or harmful.

(1) Hazing includes, but is not limited, to any form of initiation "rite of passage" or congratulatory act that involves: physically striking another in order to inflict pain; piercing another's skin in any manner; forcing or requiring the consumption of excessive amounts of food, alcohol, drugs, or other substances; or encouraging another to engage in illegal, harmful, demeaning or dangerous acts. Soliciting or coercing another to participate in any such activity is also considered hazing. Hazing need not involve physical contact among or between military members or employees; it can be verbal or psychological in nature.

(2) When authorized by the chain of command and not unnecessarily cruel, abusive, oppressive, or harmful, the following activities do not constitute hazing:

(a) The physical and mental hardships associated with operations or operational training.

(b) Administrative corrective measures, including verbal reprimands and a reasonable number of repetitions of authorized physical exercises.

(c) Extra military instruction or training.

(d) Physical training (PT) or remedial PT.

(e) Other similar activities.

(3) Whether or not such actions constitute hazing, they may be inappropriate or violate relevant civilian personnel guidance, depending on the type of activities and the assigned duties of the employee involved.

b. Scope. Hazing is not limited to superior-subordinate relationships. It may occur between peers or even, under certain circumstances, may involve actions directed towards senior military personnel by those junior in rank or grade to them (for example, a training instructor hazing a student who is superior in rank). Hazing has at times occurred during graduation ceremonies or similar military "rites of passage." However, it may also happen in day-to-day military settings. It is prohibited in all cases, to include off-duty or "unofficial" celebrations or unit functions. Express or implied consent to hazing is not a defense.

c. Command Responsibilities. Enforcement of the Army hazing policy is a responsibility of commanders at all levels. Commanders will devote particular attention to graduation or advancement ceremonies as well as other occasions or settings that might put Soldiers at risk for voluntary or involuntary hazing. These situations will be supervised properly, respectful of all participants, perpetuate the best of the traditions that the Army embraces, and leave all participants and spectators feeling proud to be a member of or associated with the U.S. Army.

28. Safety

THREE TIERS TO SAFETY AND RISK MANAGEMENT:

TIER #1. Individual Soldier. Each Soldier has the responsibility to prevent accidents and "stop" action until the safety problem is fixed.

TIER #2. Buddy System. Assign every Soldier to a Lightning buddy who has the responsibility and authority to look out for his/her buddy.

TIER #3. Leader. Leaders must be experts at risk assessment and management and take positive steps to mitigate risks and counsel subordinates on safety at least weekly.

a. Composite Risk Management (CRM). CRM is a decision making process used to mitigate risks associated with all hazards that have the potential to injure or kill personnel, damage or destroy equipment, or otherwise impact mission effectiveness.

CRM is a five-step process:

- Step 1 – Identify hazards.
- Step 2 – Assess hazards to determine risk.
- Step 3 – Develop controls and make risk decisions.
- Step 4 – Implement controls.
- Step 5 – Supervise and evaluate.

NOTE: Steps 1 and 2 are assessment steps, steps 3 through 5 are management steps.

b. Travel Risk Planning System (TRiPS) Composite Risk Assessment Tool. This tool is intended to be completed for all planned trips outside the immediate local area when you are going on leave, pass, or TDY. First Line Leaders (NCO) will ensure this is completed and Soldiers are briefed on safety. This tool can be found on the Combat Readiness Center web site at https://crc.army.mil.

29. Leader Book

A leader book will be maintained and carried by all Leaders from the ranks of CPL through SFC. All Leaders will have their Leader's book for quick reference information on their Soldiers and equipment. Leaders are responsible for providing training assessments to the chain of command on their Soldiers and Units. The leader book is a tool for the NCO to maintain up-to-date, easy-to- reference information on Soldiers, training status, maintenance status and equipment accountability. Commanders use these assessments to make training decisions. The exact composition of a leader book varies depending on the mission and type of unit. There are many versions of the leader book both in official Army publications and on the commercial market. The leader book can be digital but must comply with proper PII storage to ensure Soldiers personal information is secure. The organization of the leader book is up to each individual leader. To be effective they will be well organized and "user friendly." Only essential training information should be in the leader book. FM 7-22.7, The Army Noncommissioned Officer Guide, appendix C has an example of pages for a leader book. Units may already have an example leader book for their Soldiers to carry.

30. Environment

Protecting our environment is everyone's responsibility. Failure to do so can result in prosecution as a Federal offense. Fines can start at $10,000 per day, and prison sentences are possible. All Soldiers must know what they can and cannot do. Hazardous spills severely impact our environment. This includes battery acid, paints, thinners, solvents, pesticides, petroleum products, oils, and lubricants (POL). Do not change the oil in your POV or Army vehicle and let it soak into the ground. Be sure to report all spills of hazardous materials.

31. Fundraising

Although Soldiers may officially support and endorse the CFC and AER, contributions must be truly voluntary. The DoD Directive which authorizes this fundraising guarantees freedom of choice to give or not give, and guarantees confidentiality of the donation decision. There may be no undue pressure to donate. Additionally, official support does not include official solicitation from individuals or entities that are not federal employees.

Worthwhile fundraising organizations are abundant. However, the general rule is “no personal fundraising” because it disrupts the workplace, competes with CFC for donations, invites an abuse of power by superiors, and places subordinates in potentially unethical positions. Soldiers may not fundraise in uniform for private organizations (POs) other than the CFC and AER. Soldiers are also prohibited from using government resources such as e-mail to advertise an event on behalf of a PO.

31. Courtesy Patrol

The 25th Infantry Division Courtesy Patrol is a program nested within Lightning Strong. Leaders will patrol facilities, family housing areas and common areas to assist Soldiers and Families. Its mission threw education and on the spot corrections is to enforce regulations and policies outlined in Army regulations, the Lightning Strong Policy Letter, Garrison Policy Letter 31 and the 25th Infantry Division Blue Book.

32. Closing

We are honored to have you in the 25th Infantry Division. Serve the nation proudly and honorably. Conscientiously apply yourself to your mission, follow these standards, live the Army Values and Soldiers’ Creed and you will find the 25th Infantry Division and Hawaii a great place for Soldiers and Families to enjoy themselves. Tropic Lightning!

Appendix B
ARMY History

ARMY HISTORY

The United States Army was established by the second Continental Congress on June 14, 1775, and was led by General George Washington as the first Commander in Chief of the Continental Army. During the winter of 1778 at Valley Forge, the Army had its first real training under the former Prussian officer Baron Friedrich von Steuben, who drilled Soldiers in the manual of arms and infantry tactics combining the art of Command and the science of Control and with time, the Army became a disciplined, as well as a determined force against its enemies. With its victories over the British, the Army played a major role in creating the United States as a country. After the War, the Army helped extend the nation's territory by policing and governing vast areas of the West. The primary mission of the Army - to support and defend the ideals of the Constitution - has grown with the nation to be recognized as our nations Warrior Class. In 1898, in the Spanish American War, the United States emerged as a world power. As the role of our country changed, the role of the Army changed as well. As part of or nations Profession of Arms the Army became a tool for promoting American interests overseas, as well as for protecting the nation from foreign and domestic enemies. America's Army is now expected to defend not only our own national security, but also that of our allies, with the ability to learn and adapt using the current and future complex technologies and weapons capable of altering civilization as it is seen today.

THE ARMY SONG

The Army Goes Rolling Along" is the official song of the U.S. Army. The Army song concludes reviews, parades and honor guard ceremonies. Individuals will stand at attention and sing the lyrics of the Army song when the Army song is played. Individuals will stand at attention during the playing of official songs of other Services.

March along, sing our song, with the Army of the free.
Count the brave, count the true, who have fought to victory.
We're the Army and proud of our name!
We're the Army and proudly proclaim:
First to fight for the right,
And to build the Nation's might
And The Army Goes Rolling Along
Proud of all we have done
Fighting till the battle's won
And the Army Goes Rolling Along
Then it's hi! hi! hey!
The Army's on its way
Count off the cadence loud and strong
For where'er we go
You will always know
That The Army Goes Rolling Along

Appendix C
DIVISION HISTORY

DIVISION HISTORY

For a detailed description of the Division's history, visit the Division web page history at: **http://www.25idl.army.mil/history.html**
Activated on 01 October 1941 at Schofield Barracks, HI by the first 25th Infantry Division Commanding General, MG Maxwell Murray

- **World War II:** Deployed from 1945 to 1950, fought in the South Pacific, the Philippines, and the occupation of Japan where valorous service earned the nickname, —Tropic Lightning.(1945-1950).
- **Korean War:** Deployed from July 1950 to August 1954. As one of the first units deployed to Korea, the 25th ID helped to force Communist forces out of South Korea.(1950-1954).
- **Vietnam War**: Deployed from 1966 to 1971. 25th ID fought against Communist forces in the Tet Offensive in 1968 and took part in the Cambodian invasion of 1970. (1966-1971).
- **Operation Uphold Democracy**: Deployed in 1995 to Haiti where the division provided security and humanitarian aid.(1995).
- **Bosnia-Herzegovina:** As Task Force Eagle, deployed in 2002 providing air support assets for Stabilization Force.(2002).
- **Operation Iraqi Freedom 04-05:** Members of 2nd BDE and 1-25 AVN BDE deployed to Iraq providing security for the first free elections in over 50 years. (2004-2005).
- **Operation Enduring Freedom 04-05:** 25th ID members deployed provided security for the first elections ever held in Afghanistan up to that time. (2004-2005).
- **Operation Iraqi Freedom 06-07:** DIV HQ, 3rd BDE, and 25th CAB deployed in support of Iraqi —surge operations in MND-North. (2006-2007).
- **Operation Iraqi Freedom 08-09:** 2nd BDE deployed in support of full spectrum operations in MND-Baghdad, Iraq. (2008-2009).
- **Operation Iraqi Freedom 09-10:** DIV HQ and 3rd BDE deployed in support of transition operations in MND-North Iraq. (2009-2010).
- **Operation Iraqi Freedom 09-10:** 25th CAB deployed to MND-North Iraq in support of the 3rd ID -Task Force Marne. (2009-2010).
- **Operation Iraqi Freedom/New Dawn 10-11:** 2nd BDE deployed in support of full spectrum operations in MND-North Iraq, FOB War Horse. (2010-2011).
- **Operation Iraqi Freedom/New Dawn 10-11:** 25th ID HQ deployed in support of transition operations in MND-Baghdad, Iraq, Camp Liberty. (2010-2011).
- **Operation Enduring Freedom 10-11:** 3rd BDE deployed in support of full spectrum operations and provided security for the RC-East region of Afghanistan. (2010-2011).
- **Operation Enduring Freedom 12-13:** 25th CAB deployed in support of full spectrum operations and provided security for the RC-South region of Afghanistan. (2011-2012).

THE DIVISION SONG

(Tropic Lightning March)

The Tropic Lightning March is the official song of the 25th Infantry Division. The Division song concludes unit level reviews, parades and honor guard ceremonies. Individuals will stand at attention and sing the lyrics of the Tropic lightning march when the Division song is played. Individuals will stand at attention during the playing official songs of other units.

We strike like Tropic Lightning,
We're trained and we're ready to fight
The Twenty-fifth has written tales of glory,
We can always add another story.
Through the whole Pacific,
Our answer will always be swift!
We're tough,
We're ready for whatever mission.
We are the Twenty-fifth!

DIVISION HERITAGE IN HAWAII

The 25th Infantry Division has a connection to Hawaii spanning over seventy years. The division was formed at Schofield Barracks in October 1941 from the old Hawaiian Division, which was inactivated after defending the islands since 1921. Hawaii has always been the home of the 25th Infantry Division; after every deployment since the Korean War, Tropic Lightning returned to its post on the Leilehua Plain. Over the years, the division used the courage and professionalism of the Hawaiian Warriors of old as an example and inspiration, exemplified by the red and yellow Taro leaf of our patch.

DIVISION MISSION

The 25th Infantry Division is a combat proven Army Division capable of fighting and winning our Nation's wars. We are quit professional who lead by our example; and proud of who we are; proud of our legacy of service and sacrifice: proud of our families; and proud of the communities in which we live and serve. We are in excellent physical, mental, emotional, social, and spiritual condition… and so are our families. We are prepared to dominate the next challenge and accomplish all assigned missions, regardless.

DIVISION COMMANDER'S INTENT

The 25th Infantry Division will remain the Pacific Theater's decisive ground combat force from Platoon to Joint Task Force Headquarters. We are ready to rapidly respond to any crisis and dominate any situation. We are reliable—the force of choice—versatile and able to operate in all environments. We are prepared whether the situation requires lethal force, humanitarian assistance, building partner nation capacity or support to civil authorities. We will honor our commitments.

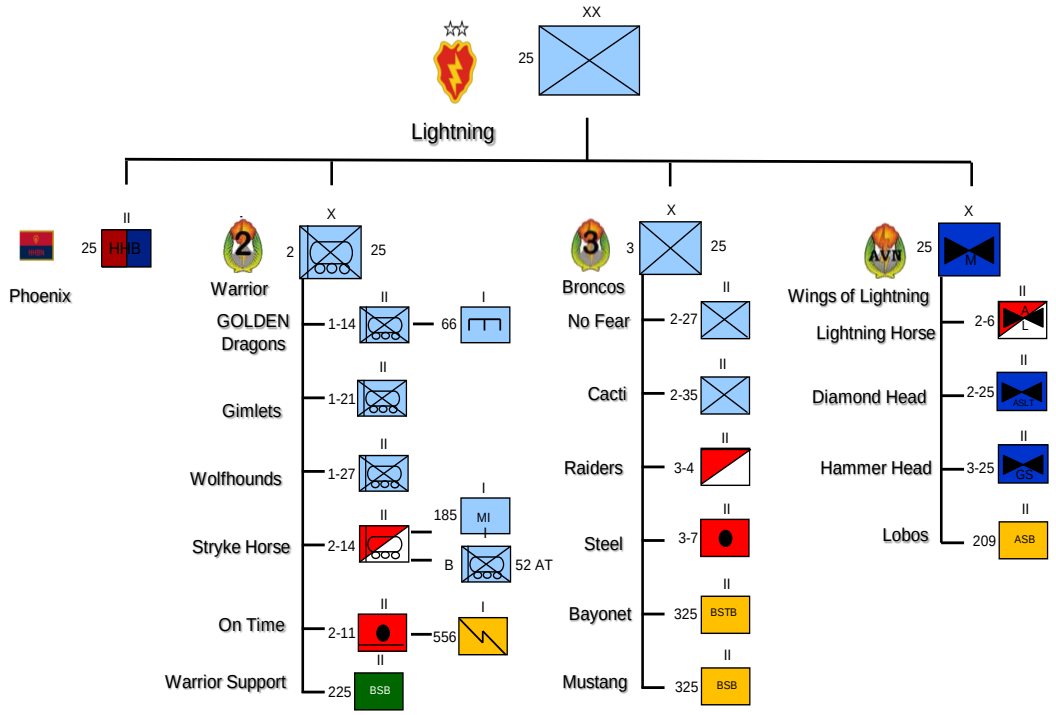
DIVISION COMMANDER'S IMPERATIVES

Highly trained, experienced and bold adaptive leaders -- Soldiers with iron discipline who are mentally and physically tough. Soldiers who are masters of their weapons and experts in all warrior tasks and battle drills -- Prepared to operate with joint, interagency and multi-national partners—total team players. Experts in Jungle Operations -- Maintain a foundation of sound moral and ethical principles -- Willingness to take risk and seize opportunities. Develop all 6 x dimensions of strengths (Physical, Family, Social, Financial, Emotional, & Spiritual) in Soldiers, the unit, and families -- Flat, fast and precise communications

THE DIVISION MOTTO

The 25th Division had used "Lightning" as the call-sign for Division Headquarters' in Guadalcanal in 1942. Lightning was subsequently changed to **"Tropic Lightning"** because the Division had spent the year at war in the tropics. In a break from tradition, the Department of the Army officially approved the use of the nickname **"Tropic Lightning"** on August 03 1953 authorizing the Division to use the nickname, in addition to its regular numerical designation, marked the first time that a divisional unit had been given this kind of permission by the Army. **"Ready to Strike, Anytime, … Anywhere!" "Tropic Lightning!"**

25th Infantry Division Task Organization



Appendix D
25th Infantry Division Shoulder Patch and Distinctive Unit Insignia

DIVISION PATCH

The 25th Infantry Division shoulder patch was approved after the Division's activation in 1941. It has a gold lightning bolt superimposed on a taro leaf. The **Bolt of Lightning** symbolizes speed and aggressive spirit – a trait the Division proved in its battles for the Pacific and continued in Korea, Vietnam, Haiti, Bosnia, Iraq, and Afghanistan. The **Taro leaf** shape of the shoulder patch reflects the birth of the 25th from elements of the famous Hawaiian Division and is representative of the Pacific region where the Division was established, and where it first fought. The **red** and **gold** colors of the patch were used by the late Hawaiian monarchy to indicate royalty.

Distinctive Unit Insignia. Description: Centered on a black volcano emitting a gold cloud a vertical lightning flash divided red above and gold below all enclosed by a pair of green palm branches with stems crossed in base and leaves terminating at either side of the cloud above.

Symbolism: The lightning flash, adopted from the shoulder sleeve insignia of the 25th Infantry Division and the enclosing palm branches allude to the Division nickname "Tropic Lightning". The erupting volcano is an allusion to the State of Hawaii.

Background: The distinctive insignia was authorized on 21 Apr 1965. It was amended on 18 May 1972 to correct the nickname of the 25th Infantry Division in the symbolism.

Appendix E
Army Values and Soldiers Creed

Army Values

Loyalty: Bear true faith and allegiance to the U.S. Constitution, the Army, your unit, and other Soldiers.

Duty: Fulfill your obligations.

Respect: Treat people as they should be treated.

Selfless-Service: Put the welfare of the nation, the Army, and your subordinates before your own.

Honor: Live up to all the Army Values.

Integrity: Do what's right, legally and morally.

Personal Courage: Face fear, danger, or adversity (Physical or Moral).

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.
} ***Warrior Ethos!***

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!

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 instruction to the commander of the relief.

Appendix F
Chain of Command AR 7-21.13

The Army has only one chain of command. Through this chain of command, the Commanding Officer issue orders and instructions and convey policies while consulting their Command Sergeant Major, First Sergeant, or NCOIC, before implementing policy. The Officer and NCO Command team (From Platoon to Major Command level) must continually communicate to avoid duplicating instructions or issuing conflicting orders. Continuous and open lines of communication enable both leaders to freely plan, make decisions, and program future training and operations**.**

CHAIN OF COMMAND

COMMANDER IN CHIEF

SECRETARY OF DEFENSE

CHAIRMAN of the JOINT CHIEFS OF STAFF

SECRETARY OF THE ARMY

ARMY CHIEF OF STAFF

PACOM / THEATER CDR

USARPAC COMMANDER

I CORPS COMMANDER

DIVISION COMMANDER

BRIGADE COMMANDER

COMPANY / BATTERY / TROOP COMMANDER

PLATOON LEADER

Appendix G
NCO Support Channel AR 7-21.13

The NCO support channel parallels and reinforces the chain of command. NCOs train soldiers and advice commanders on individual soldier readiness and the training needed to ensure units are ready for combat operations. The NCO support channel begins with the Command Sergeant Major, extends through First Sergeants, Platoon Sergeants and ends with Squad leaders, Section chiefs, or Team leaders to accomplish instructions and policies given by the senior Officer in the Chain of Command.
Bottom line - when the senior Officer in the Chain of Command makes the final decision, Subordinate Officers, NCOs and Soldiers execute

NCO SUPPORT CHANNEL

_____
SENIOR ENLISTED ADVISOR CHAIRMAN of the JOINT CHIEFS OF STAFF

_____
SERGEANT MAJOR OF THE ARMY

_____
PACOM / THEATER CSM

_____
USAPAC CSM

_____
I CORPS CSM

_____
DIVISION CSM

_____
BRIGADE CSM / REGIMENT

_____
BATTALION / SQUADRON CSM

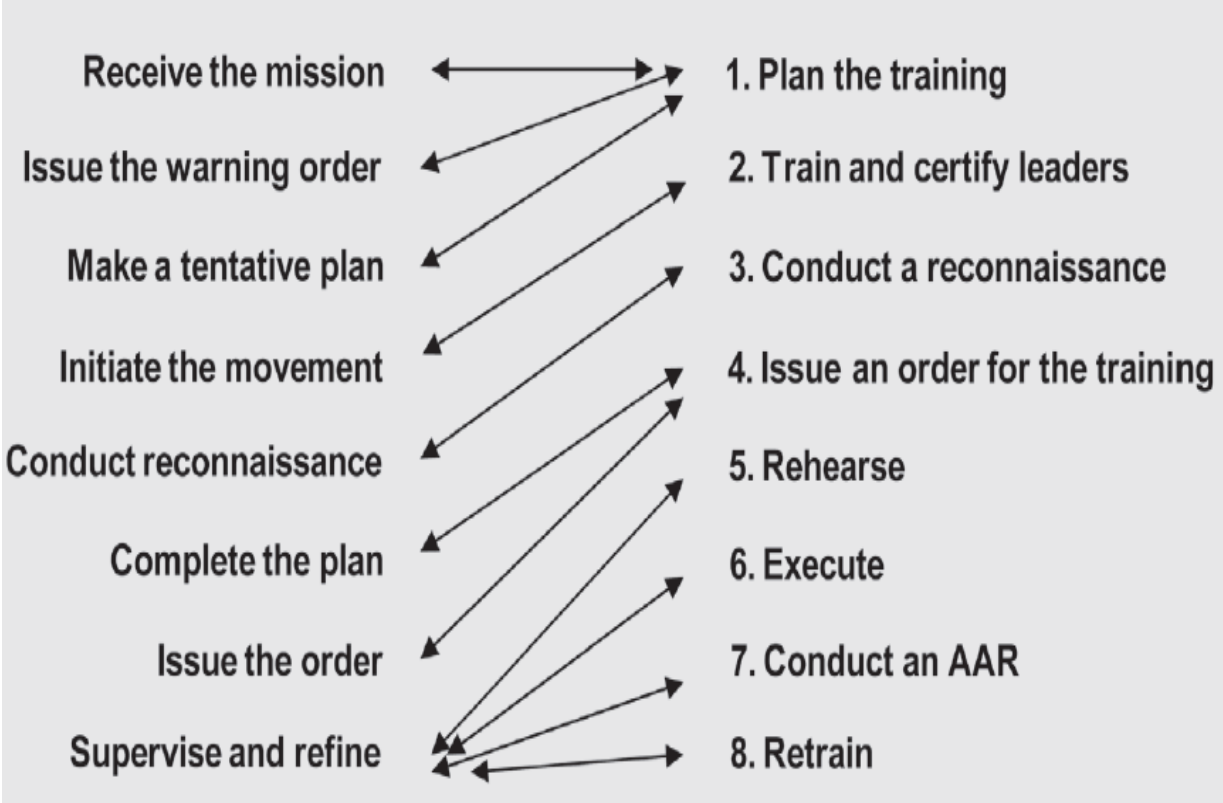
_____
1SG / DETACHMENT SERGEANT

_____
PLATOON SERGEANT

_____
SQUAD LEADER/SECTION

_____
TEAM LEADER

Appendix H
8 Step Training Model



Leaders and Peers Intervene to Save Soldiers' Lives

Leaders and Peers Intervene to Save Soldiers' Lives

TROPIC LIGHTNING Counseling Guidance

1. Managing off-duty risk is critical to meeting our goal of zero arrests and loss of Life.

2. Leaders will be decisively engaged and involved in every aspect of their Soldiers lives from relationships, and finances, to everyday off duty activities.

3. As a minimum, before weekends and holidays, and before Soldiers go on pass or leave, first-line Officers and Noncommissioned Officers (NCOs) will give a composite risk briefing, and first-line NCOs or supervisors will meet with each Soldier to discuss the Soldier's off-duty plans. This process ensures that leaders are aware of their Soldiers' plans and MUST RESULT in a mutual, verbal contract with them, on the steps to be taken to manage identified risks. Simply put, first-line supervisors must be fully accountable for their Soldiers' conduct on and off duty, 24 hours a day.

"Tropic Lightning Counseling"

1. TROPIC LIGHTNING Counseling is a back-to-basics initiative that shows our commitment as leaders and is truly "taking care of Soldiers". This requirement complements and must be used with individual risk assessments. This is not intended to be a paperwork meeting and written records of the meeting are not necessary or desired.

2. The meeting is intended to be a leader-to-led meeting with face-to-face guidance given and a verbal "safe behavior" contract agreed to. This verbal contract is the Soldier agreeing to take steps to mitigate risks identified in the meeting.

3. Soldiers and their leader will discuss in detail their plans for the off duty period, identify possible risks and "what-if" scenarios. They will agree on specific and individual control measures to mitigate the identified risks and agree on a verbal contract to follow the control measures.

Leaders and Peers Intervene to Save Soldiers' Lives

Leaders and Peers Intervene to Save Soldiers' Lives

Basic Responsibilities:

First-line Officers and senior NCOs are:

1. Responsible for conducting unit composite risk-management briefings.

First-line NCOs are responsible for:

1. Knowing the Soldier, and all aspects of his personal and professional life.

2. Reviewing Soldier past work and off duty performance.

3. Reviewing risks associated with their Soldier's activities.

4. Reviewing the range of composite risk management factors and asking pointed questions to determine risks.

5. Reviewing and applying the unit risk-reduction profile.

6. Providing advice and counsel on risk mitigation.

7. Making a "Go" or "No Go" decision on the plan. NCOs will not allow Soldiers to go on pass or leave until they are satisfied that the risks have been identified and sufficiently mitigated, and the Soldier and NCO have made a verbal contract as to how to mitigate the risks.

8. Holding the Solder appropriately accountable for his or her actions.

Note: If you plan getting drunk and calling your unit to pick you up. This is NOT an acceptable plan. Soldiers watch out for Soldiers- and Soldiers get each other home safely because they made a good plan to do so!

Leaders and Peers Intervene to Save Soldiers' Lives

Leaders and Peers Intervene to Save Soldiers' Lives

The Soldier is responsible for:

1. Making required assessments before the meeting.

2. Openly discussing plans and associated risks for the period under review.

3. Abiding by the verbal contract and following the risk-assessment and risk-management process as conditions affect the contract.

The Soldier and the NCO are jointly responsible for:

1. Making a mutual agreement and executing a verbal "safe behavior" contract covering courses of action for the period under review, and any contingency plans. This is a verbal contract.

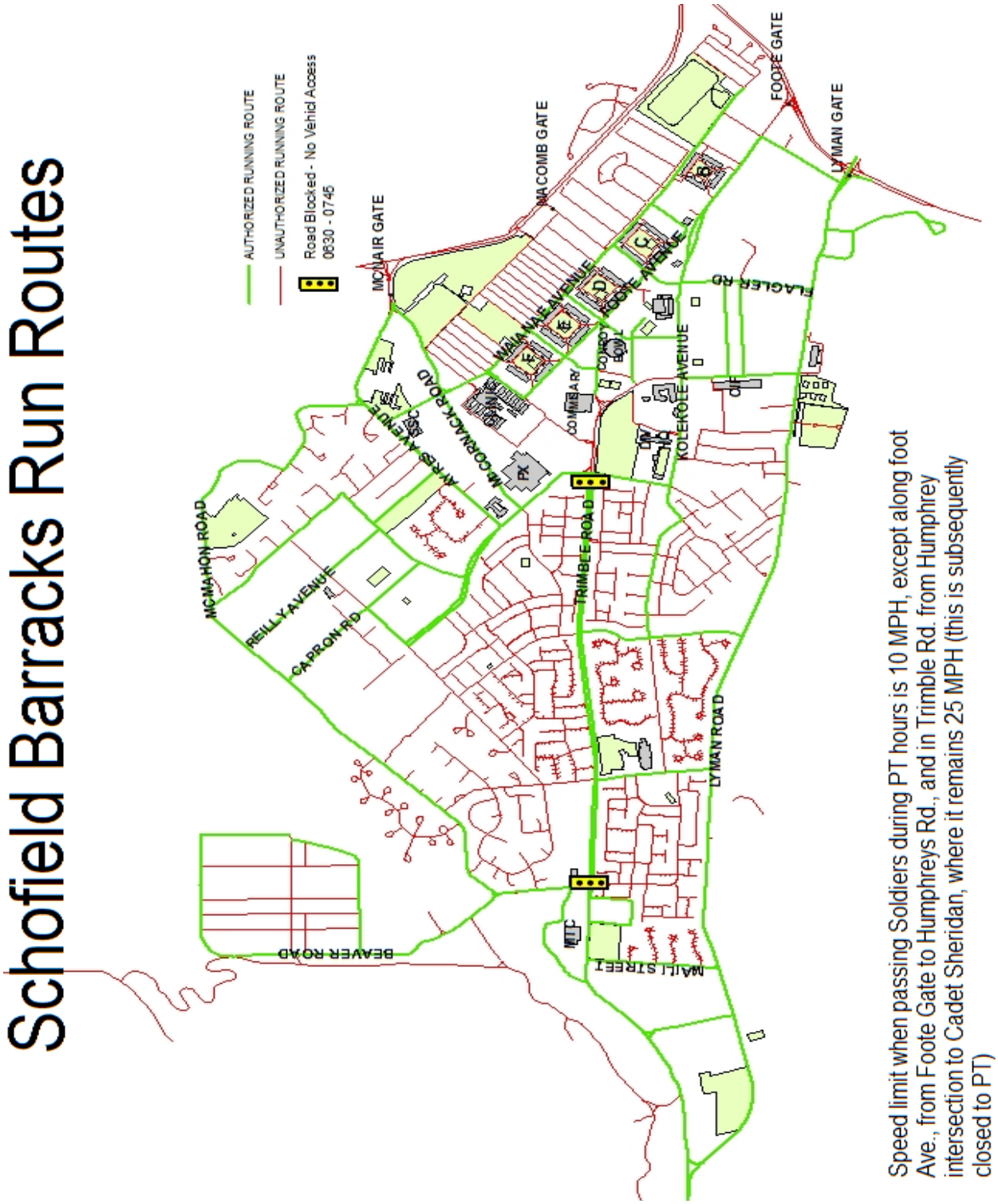
Battalion leaders are responsible for:

1. Verifying the integrity of this process and ensuring that subordinate leaders and Soldiers adhere to safety standards.

******Some tools to consider when incorporate the Tropic Lightning Counseling:

- Risk Evaluation and Assistance Determination Instrument (READI) V3
- U.S. Army Soldier and Leader Risk Reduction Tool (SLRRT)
- 25th ID Commanding General Standards of Conduct policy
- Lightning Strong Program and Initiatives
- DA Form 4856 Counseling Statement
- Commanders MEMO on Conditions on Liberty and Administration Restriction of Soldiers

Appendix I
Official Schofield PT/Running Map



Appendix J
Official Wheeler Army Airfield PT/Running Map

Speed limit when passing soldiers during PT hours is 10MPH

LEGEND

AUTHORIZED RUNNING ROUTE

UNAUTHORIZED RUNNING ROUTE

25th Infantry Division Commonly Used Phone Numbers

a. Units

25th ID Staff Duty	808-655-8764
HHBN Staff Duty	808-655-9673
2nd BCT Staff Duty	808-655-9200
3rd BCT Staff Duty	808-655-9717
CAB Staff Duty	808-656-1080
Replacement CO Staff Duty	808-282-0040

b. Health and Emergency phone number

MPs	808-655-7114
Tripler ER	808-433-6629
Acute Care	808-433-8850
Behavioral Health	808-433-1498
Army One Source	800-342-9647
Family Advocacy	808-655-4779
Domestic Violence Advocacy Program	808-624-SAFE (7233)
National Suicide Hotline	800-273-8255
ASAP	808-655-9113
Pharmacy	808-433-2778 x302
Dental Clinic	808-433-6825
Animal Clinic	808-655-5889/5893
Red Cross	877-272-7337

c. Services

ACS	808-655-4227
IG	808-655-0847
Legal Assistance	808-655-8607
EO	808-655-9382
Child Care	808-655-8373
Housing	808-655-3073
ID Card Facility / DEERS	808-655-4104/6884
Finance	808-655-1244
Education Center	808-655-0800
Transportation	808-655-1868/8963
DA Photo Lab	808-655-1905
Library	808-655-8002
DA Photo Lab	808-655-1905

d. Additional Services

Clothing and Sales	808-624-0701/0606
Outdoor Recreation Center	808-655-0143
Hale Koa (Army Hotel Waikiki)	808-955-0555
Schofield Inn	808-624-9650