DEPARTMENT OF THE ARMY
HEADQUARTERS, 15TH REGIMENTAL SIGNAL BRIGADE
606 BARNES AVENUE
FORT GORDON, GEORGIA 30905-5370

REPLY TO ATTENTION OF

ATZH-TB

15 August 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 17: Privileges and Limitations for Soldiers in Training

REFERENCE: TRADOC Regulation 350-6, Initial Entry Training (IET) Policies and Administration Command and Control, 28 January 2011

1. Purpose. To provide Command guidance regarding the privileges and limitations for Soldiers in training assigned to the 15th Regimental Signal Brigade.

2. Terms. For the purpose of this policy letter, Initial Entry Soldiers will be referred to as MOS-I and Soldiers reclassifying or transitioning from another MOS will be referred as MOS-T.

3. General. In order to enhance the growth and development of Soldiers in training assigned and attached to 15th Regimental Signal Brigade, the privileges and limitations below are in effect. Soldiers must earn their privileges – they are not rights.

a. Academic instructor statements of performance and behavior will be evaluated and considered when granting privileges. Company Commanders must have Battalion Commander approval to grant exception to the limitations outlined in this policy.

b. MOS-T Soldiers are granted the privileges afforded by their rank and are subject to all policies that govern permanent party Soldiers, but remain subject to TRADOC and Signal Center requirements for obtaining MOS qualification. Permanent party Soldiers and Civilians will not engage in personal relationships with MOS-I or MOS-T Soldiers that are not required by the training mission. MOS-T Soldiers are forbidden from engaging in non-duty related activities with MOS-I Soldiers. MOS-I Soldiers are also forbidden from engaging in personal relationships with permanent party personnel or MOS-T Soldiers.

c. All Soldier movements in uniform consisting of three personnel or more will march in a formation. The senior Soldier will march the element in cadence.

(1) Enlisted personnel and Instructional groups of all branches of service enrolled in AIT/IET courses, except those authorized to move by military vehicle, will march to and from the classroom and training area under the control of the unit cadre or appointed personnel.

(2) No student in rank of Sergeant and below will move to or from or between training areas by privately-owned vehicles (POV), unless authorized in writing by the Company Commander and coordinated with the Course Chief.

d. The 15th Regimental Signal Brigade area of operations (AO) boundaries are: 25th Street, Lane Avenue, 8th Avenue and Kilbourne Street, to include the 369th relocate-able barracks complex. (See Enclosure 2). USASSD areas on Fort Meade are defined by the 447th Signal Battalion policy.

e. The Improved Physical Fitness Uniform (IPFU) will only be worn while in the Brigade AO. The only exception is if participating in a unit event or activity outside the Brigade AO that requires the IPFU. These exceptions must be cleared by the Company Commander or higher.

f. Soldiers will not possess or utilize cell phones or other portable electronic devices, including, but not limited to, small hand-held electronic games, DVD players, CD players, MP3 players, while attending school and/or scheduled training events, including formed movements and details.

(1) Soldiers are allowed to purchase or own the above-mentioned items as long as the items are listed on their unit's unit high-dollar inventory record and are secured.

(2) Soldiers will ensure any of their above-mentioned items are turned off during sleep hours. However, cell phones may remain on for use as alarm clocks only.

g. While walking in any uniform Soldiers will not talk or text on cell phones, or play music, to include the use ear-pieces, Blue Tooth, or headphones. Soldiers are not authorized to wear or listen to headphones while conducting PT in the IPFU.

h. All Soldiers are prohibited from using, possessing, manufacturing, selling, distributing, importing into or exporting from the United States or introducing into the 15th Signal Brigade area of operation: Any controlled substance analogue or homologue such as "Spice" or similar substances containing synthetic cannabis, any THC substitute, or any synthetic cannabinoid.

i. MOS-I Phase privileges may be suspended or revoked IAW the guidelines set forth below. Any suspension or revocation will be documented using a DA Form 4856 counseling statement clearly stating the reasons for the suspension or revocation. Immediately upon suspension or revocation, the Solider will be issued and required to wear the Phase badge reflecting the status of his/her privileges. Phase privilege suspension and revocation will be based on legitimate reasons, such as pending UCMJ/administrative action, immaturity, academic failure, poor military bearing, and safety concerns. It will not be used as a substitute for punishment. Unit "lock-downs," meaning a complete or substantial suspension of phase privileges across a portion of the

unit, will only be approved by the Battalion Commander or higher, and will only be used for compelling and immediate reasons of health, safety, and welfare (to include assisting law enforcement investigatory activities and securing sensitive items). Lock-downs will be no longer than absolutely necessary.

(1) Squad Leaders can suspend individual Phase privileges for up to 24 hours.

(2) Platoon Sergeants can suspend individual Phase privileges for up to 48 hours, when combined with Squad Leader suspension not to exceed 72 hours (without Company Commander's approval).

(3) Company Commanders can suspend individual Phase privileges for up to 14 days.

(4) Battalion Commanders can suspend individual Phase privileges for more than 14 days, or revoke Phase privileges.

j. MOS-I Soldiers.

(1) The Battle Buddy system will be used to develop a sense of responsibility and accountability for fellow Soldiers, improve safety, and reduce the opportunity for sexual harassment, assaults, misconduct, and suicidal gestures or attempts.

(a) On-post, to include on-post passes, all Soldiers, regardless of Phase, will have at least one Battle Buddy at all times. Male-female battle buddy teams are only authorized when there is only one IET Soldier of a particular gender, and a same gender battle buddy is not available. Use a 2:1 ratio in these instances, team a solitary female Soldier with two male Soldiers or team a solitary male Soldier with two female Soldiers.

(b) Off-post, to include off-post passes but not approved leave, all Soldiers, regardless of Phase, will have at least two Battle Buddies at all times. All off-post Battle Buddies teams will consist of only Soldiers of the same gender. Soldiers under 21 years of age must only be partnered with off-post Battle Buddies who are also under 21 years of age, unless exception is granted by the Company Commander (or higher) on a case-by-case basis. All off-post Battle Buddy teams must sign-out of their unit together and then sign-in to the unit together once they return to post. As an exception to this policy, a Soldier's spouse or in loco parentis can serve as a single Battle Buddy off-post.

(2) All Soldiers must wear their Phase badge IAW paragraph 7.

(3) Phase V and V+ Soldiers facing involuntary administrative separation will revert to Phase IV status from the time the separation process is initiated until they depart the military or the separation authority decides to retain. Additionally, Soldiers already in Phase IV cannot move up in Phase until the separation authority decides to retain.

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(4) Phase V and V+ Soldiers who are pending investigations and adverse actions under the UCMJ (to include non-judicial punishment and/or courts-martial) will revert to, and remain in, Phase IV status until final adjudication or withdrawal of the action.

(5) Use, possession and purchase of alcohol or tobacco products (including smokeless tobacco) are prohibited for Soldiers who are under the legal age to purchase and consume these products. If of legal age, Soldiers are only authorized to smoke or use smokeless tobacco in their respective Company smoking areas while on post. Consumption or possession of alcoholic beverages in the barracks or within the Brigade AO is strictly forbidden, except as a religious sacrament in the Chapel areas.

4. All Soldiers will sign out with the Company CQ or Cadre in Charge when leaving the Company area. The Soldier must have a completed sign out slip in their possession at all times when out of the Company area. At a minimum, the sign out slip will have a stamp, the time the Soldier signed out, the Soldier's name, the name and rank of the Soldier's Battle Buddy/Buddies, and the name, rank and phone number of the Cadre who signed the Soldier out. The Soldier will return the sign out slip to the Cadre in Charge upon returning to the unit.

5. MOS-I Arrival at Fort Gordon.

a. MOS-I Soldiers who arrive at Fort Gordon with their immediate family members (exceptions can be made at the Company Command level) may be granted off-post privileges not to exceed a 150-mile radius during their first weekend at Fort Gordon; the Soldier must sign out on pass and sign back in to the unit by 1500 hours on Sunday.

b. MOS-I Soldiers who arrive at Fort Gordon without family members may be granted on-post pass privileges during their first weekend at Fort Gordon. Soldiers must remain in duty uniform and will have a Battle Buddy at all times while on pass. The Soldier will sign out when leaving the company area and sign in upon return.

6. Upon completion of arrival weekend at Fort Gordon, MOS-I Soldier phases and associated privileges are as follows (Commanders may accelerate the phase process for Soldiers who previously attended but did not graduate from another MOS-producing course):

a. Phase IV

(1) Phase IV begins with the first week of AIT and ends when the Soldier demonstrates the proficiency to move up in phase. The first opportunity to phase up will be provided upon completion of the third week of AIT training, with subsequent opportunities provided weekly thereafter. Phase IV badges will be given immediately upon the Soldiers arrival using the Phase Badge format. (See Enclosure 1).

(2) The standard uniform for the Phase IV Soldier is ACUs, White Phase Badge (See paragraph 8) and an approved camel back. Soldiers will remain in duty uniform unless sleeping, conducting PT, participating in unit sports, or conducting designated work details.

(3) Use, possession or purchase of alcohol or tobacco products (including smokeless tobacco) is prohibited during Phase IV, except as a religious sacrament.

(4) Soldiers in Phase IV are not authorized to ride or drive in a rental car or privately owned vehicle (POV) and are not authorized off-post pass privileges.

(5) In order for an MOS-I Soldier to progress from Phase IV to Phase V privileges, the Soldier must pass a Knowledge Exam, recite the Soldiers Creed, sing their branch song, and pass an ASU, Wall Locker and Room Inspection. Additionally, Soldiers must demonstrate proper discipline, pass all academic requirements, and pass the APFT with at least 60 points in each event.

b. Phase V (Completion of Week 3 through Week 10 of AIT)

(1) Phase V is characterized by reinforcement training of common skills training and evaluation of MOS skills (Core Competencies) in a leadership environment that mirrors an operational unit.

(2) Phase V Soldiers have the following privileges/limitations:

(a) Duty uniform is ACUs and Yellow Phase Badge (see paragraph 8) and an approved camel back.

(b) Soldiers are authorized to wear civilian clothes IAW Policy Letter #19.

(c) Phase V Soldiers are authorized both on-post and off-post pass privileges IAW paragraphs 13 and 14 of this Policy Letter. Company Commanders may authorize Phase V MOS-I Soldiers overnight pass privileges IAW paragraph 7 of this Policy Letter. All off-post passes are subject to unit recall. Soldiers will not be authorized to travel further than 250 miles via POV.

(d) Soldiers are authorized to ride in a POV or rental car.

(e) Alcohol consumption by Phase V Soldiers 21 years of age or older is authorized on weekends and holidays in accordance with this Policy Letter. Soldiers may not consume alcohol within 8 hours before duty. Soldiers of legal drinking age may consume alcoholic beverages in off-post establishments and inside the confines of the bar area of any given establishment authorized within paragraph 13. Soldiers granted

these privileges will not consume alcoholic beverages or use tobacco products in the presence of those Soldiers who have not been granted these privileges.

(f) Married Soldiers in Phase V with PCS orders to Fort Gordon or Fort Meade may be authorized to live off post or in contract-managed post housing, if spouse and/or children are in the immediate area, and if approved by the Battalion Commander. They are authorized weekend off-post passes during non-duty hours if there is no additional training scheduled or tasks to be performed and need not be accompanied by a battle buddy while on such pass. They do not require a pass form and may depart at any hour after signing out with the CQ. They are dismissed after completion of training until the first recall formation the next duty/training day. Once a Phase V Soldier has been granted authorization to live off post or in contract managed post housing, only the Battalion Commander is authorized to revoke this privilege. Once the off-post packet is approved, Soldiers may also be granted POV privileges upon approval of their Battalion Commander.

(g) Phase V Soldiers are allowed to use personal linen on their beds in accordance with policies established within each battalion.

(h) Phase V Soldiers are authorized to swim in designated swimming areas, except the pool at the Courtyard. Soldiers are not allowed to swim in the IPFU uniform. Swimming attire must be a one or two-piece conservative swimsuit; string bikinis and thongs are not authorized.

(3) MOS-I and Holdover Soldiers that have been at AIT for at least 10 weeks, meet all Phase V requirements, maintain proper discipline and academic standards will be granted Phase V+ privileges. Company Commanders may fast track a Soldier that shows potential by exceeding the standard; these situations are the exception and not the rule.

c. Phase V+ (Week 11 through end of AIT)

(1) Phase V+ begins at week 11 of AIT and continues through a Soldier's completion/graduation from AIT.

(2) Phase V+ Soldiers have the following privileges/limitations:

(a) Soldiers are granted all of the Phase V privileges described above.

(b) Company Commanders may authorize the use of rental cars. Company Commanders may authorize Soldiers to purchase, register and/or possess a privately owned vehicle (POV) once Soldiers complete 21 weeks of IET training. Battalion Commanders may authorize Soldiers with families to operate POVs prior to 21 weeks.

(c) Duty uniform is ACUs with Orange/Crimson Phase Badge (see paragraph 8) and an approved camel back.

(d) Company Commanders may authorize an overnight pass to Soldiers who have completed the Mercury Fusion capstone exercise, if all other training requirements are met. Soldiers will not be authorized to travel further than 250 miles via POV.

7. Overnight Passes. Listed below are the guidelines for overnight passes regarding Soldiers in Phase V and Phase V+ status:

(a) If parents/spouses visit Fort Gordon, the Soldier is allowed to sign out on overnight pass in order to spend time with their families, providing they are satisfactorily meeting all training requirements.

(b) If the Soldier has an approved pass and purchases an airline ticket to visit family members.

(c) Company Commanders may authorize an overnight pass to Soldiers who have completed the Mercury Fusion capstone exercise, if all other training requirements are met. Soldiers will not be authorized to travel further than 250 miles via POV.

(d) Any medical emergency by a verified family member and the Soldier desires to take pass/leave.

(e) Soldiers attending an MOS-producing course that is longer than 20 weeks may be granted an overnight pass after their 20th week of training and additional overnight pass after Mercury Fusion exercise, provided they meet established criteria IAW their MOS.

8. Phase Badges. All MOS-I Soldiers will be issued a Phase Badge that identifies a Soldier's current phase of training privileges. Badges will be created IAW the diagrams in Enclosure 1. The Phase Badge will be worn on the left front pocket clipped on the top of the left pocket underneath the US ARMY of the ACU and field jacket, and displayed on the PT uniform shirt when not conducting physical fitness training. No badge will be present during physical fitness training. MOS-I Soldiers will display the Phase Badge at all times while on Fort Gordon or Fort Meade, whether in uniform or civilian clothes, and will have their Phase Badge in their possession when off post. When in civilian clothes, the Phase Badge will be worn chest high and viewed from the front. Each Company is responsible for generating and issuing the MOS-I Phase Badges to its Soldiers. All Phase Badges, regardless of Phase, will annotate "Under 21" on badges issued to Soldiers under 21 years of age. (See Enclosure 1).

9. Long Term Medical Profiles and Medical Holds. Soldiers on medical hold or long term medical profiles will be granted Phase IV, V, or V+ privileges commensurate to their weeks served in AIT, unless their Battalion Commander determines that because of the Soldiers conduct, performance, or other relevant factors, that the Soldier should be held in a lower Phase. Soldiers who fail the end of cycle (EOC) APFT, and then receive a long term medical profile immediately after failing the EOC APFT will be granted phase privileges as if they had passed the EOC APFT, unless the Battalion Commander determines that because of the Soldiers conduct, performance, or other relevant factors, that the Soldier should be held in a lower Phase.

10. Personally Owned Electronic Equipment. Due to space limitations and security concerns, all MOS-I Soldiers are prohibited from possessing televisions larger than 20 inches. Televisions must be able to be secured in the wall locker. Laptop computers are authorized; however, each Soldier must demonstrate the ability to secure the laptop computer and must list the items on the unit high dollar inventory record. Failure to comply with the electronic equipment guidelines and/or basic physical security measures will result in the electronic device(s) being confiscated and placed in a unit secured storage area until the Soldier can verify compliance. Possession of other electronic devices not specified in this policy letter is at the discretion of the Company Commander.

11. Barton Field is off limits to MOS-I and MOS-T Soldiers during the hours of darkness to ensure safety and security. The only exception to this policy will be designated formations, physical training and supervised athletic activities, which may begin during or continue into the hours of darkness. Company Commanders may also authorize attendance of MWR events which begin during or continue into the hours of darkness.

12. Only MOS-I Soldiers who live in contracted post housing are authorized to be in their particular post housing area. Post housing areas are off limits to all other MOS-I Soldiers, regardless of phase or holdover status.

13. A summary of facility privileges for MOS-I Soldiers is listed below:

Facility	Restriction
All Post Housing All Permanent Party Barracks	Off Limits to all MOS-I not residing in contracted Post Housing regardless of Phase or Holdover Status
All MWR Lounges and Sports Bars, except Kegler's Lounge	Off Limits to all MOS-I Soldiers, regardless of Phase or Holdover Status
Kegler's Lounge	Off-limits to all Soldiers during Moral call Off-limits to Phase IV Soldiers, regardless of age.
Barton Field during hours of darkness	Off limits to MOS-I and MOS-T Soldiers; Exception - participation in unit formations and PT, sporting events and MWR events with Company Commander authorization

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Stinson Guest House, Ring Hall, Griffith Hall	Off Limits. Company Commander approval is required for exception when accompanied by immediate family members.
Gordon Lanes Bowling Center	Off Limits to Phase IV Soldiers. Exceptions – Phase IV Soldiers allowed in Bowling Center during official functions only. Phase V and V+ Soldiers allowed during off duty hours.
Gordon Club and Courtyard Complex (Entire Complex)	Off Limits to all MOS-I Soldiers. Exceptions – MOS-I Soldiers are allowed during official functions only and also on weekends.
Class VI Store	Off Limits to Phase IV Soldiers. Phase V and V+ Soldiers at least 21 years of age – weekends and post holidays only.
Bingo Palace	Authorized for Phase V+ Soldiers only

All Soldiers are permitted to use the following facilities, IAW their phase privileges:

- IET Center
- Library
- PX and facilities
- Clothing Sales
- Commissary
- Dinner Theatre
- MWR Facilities not specifically placed off limits
- Barton Field (during daylight)
- PXtra and Mini Mall Stores
- Golf Course
- Burger King
- Movie Theatres
- Riding Stables
- Godfather's Pizza
- Indoor Pools
- Me Me & Bo Bo's
- Huddle House

14. Commanders will document and maintain counselings for all Soldiers who are granted off-post passes. The Counseling will include, as a minimum, accident prevention, safety and a point of contact listing. Students involved in weekend training will not be permitted to go on pass until the training is completed and all unit tasks/missions are completed. Commanders will dictate first and last day of passes IAW the Brigade Holiday schedule. Pass privileges by phase are as follows:

a. Phase IV Pass Privileges:

Type of Pass	Hours of Pass
1st Weekend w/ Family Members	Upon Completion of initial Company in-processing until 1500 on Sunday
On Post Week Days	After training and unit tasks are completed – until 2100 hours
On Post Weekends	Not Earlier than 0800 until 2200 of Friday/Saturdays Not Later than 1800 on Sundays
Off Post Passes	None

b. Phase V and Phase V+ Pass Privileges:

Type of Pass	Hours of Pass
On Post Week Days	After training and unit tasks are completed – until 2100 hours
Off Post Week Days	None
On/Off Post Weekends	End of Duty Day Friday until 2400 Friday 0800 Saturday until 2400 Saturday 0800 Sunday until 1800 Sunday
On/Off Post Week Holiday Weekends	0800 Friday until 2400 Friday 0800 Saturday until 2400 Saturday 0800 Sunday until 2400 Sunday 0800 Monday until 1800 Monday *Extended passes within 250 miles may be approved by the Company Commander for extended holiday weekends*

15. Violation of this policy memorandum by any 15th Signal Brigade Soldier provides a basis for disciplinary actions under the Uniformed Code of Military Justice or adverse administrative actions.

2 Encls
1. Phase Badge Format
2. Map of Brigade AO

JOSEPH K. LAYTON
COL, SC
Commanding

DISTRIBUTION:
Commander, 369th Signal Battalion
Commander, 442nd Signal Battalion
Commander, 447th Signal Battalion
Commander, 551st Signal Battalion
Commander, 73d Ordnance Battalion

Enclosure 1: Phase Badge Format

Phase Badges will be color coded by Phase
Phase IV = White
Phase V = Yellow
Phase V+ = Orange (Signal) / Crimson (Ordnance)

Example of a Phase IV Badge:

Front

B 447th SIG BN

PHASE IV
15th Signal Brigade

UNDER 21

Back

Contact Numbers:
Co CQ # 706-791-XXXX

Bn SDO # 706-791-XXXX

Bde SDO # 706-791-XXXX

PHASE IV

Imin, Charge
CPT, SC
Commanding

UNDER 21

Example of a Phase V Badge:

Front

PFC SMEDLEY, JOHN
1ST PLATOON
25L
B 369 SIG BN

PHASE V
15th Signal Brigade

UNDER 21

Back

Contact Numbers:
Co CQ # 706-791-XXXX

Bn SDO # 706-791-XXXX

Bde SDO # 706-791-XXXX

PHASE V

Imin, Charge
CPT, SC
Commanding

UNDER 21

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Example of a Phase V+ Badge:

Front

PFC SMEDLEY, JOHN
1ST PLATOON
25L
B 369 SIG BN

PHASE V+
15th Signal Brigade

UNDER 21

Back

Contact Numbers:
Co CQ # 706-791-XXXX

Bn SDO # 706-791-XXXX

Bde SDO # 706-791-XXXX

PHASE V+

Imin, Charge
CPT, SC
Commanding

UNDER 21

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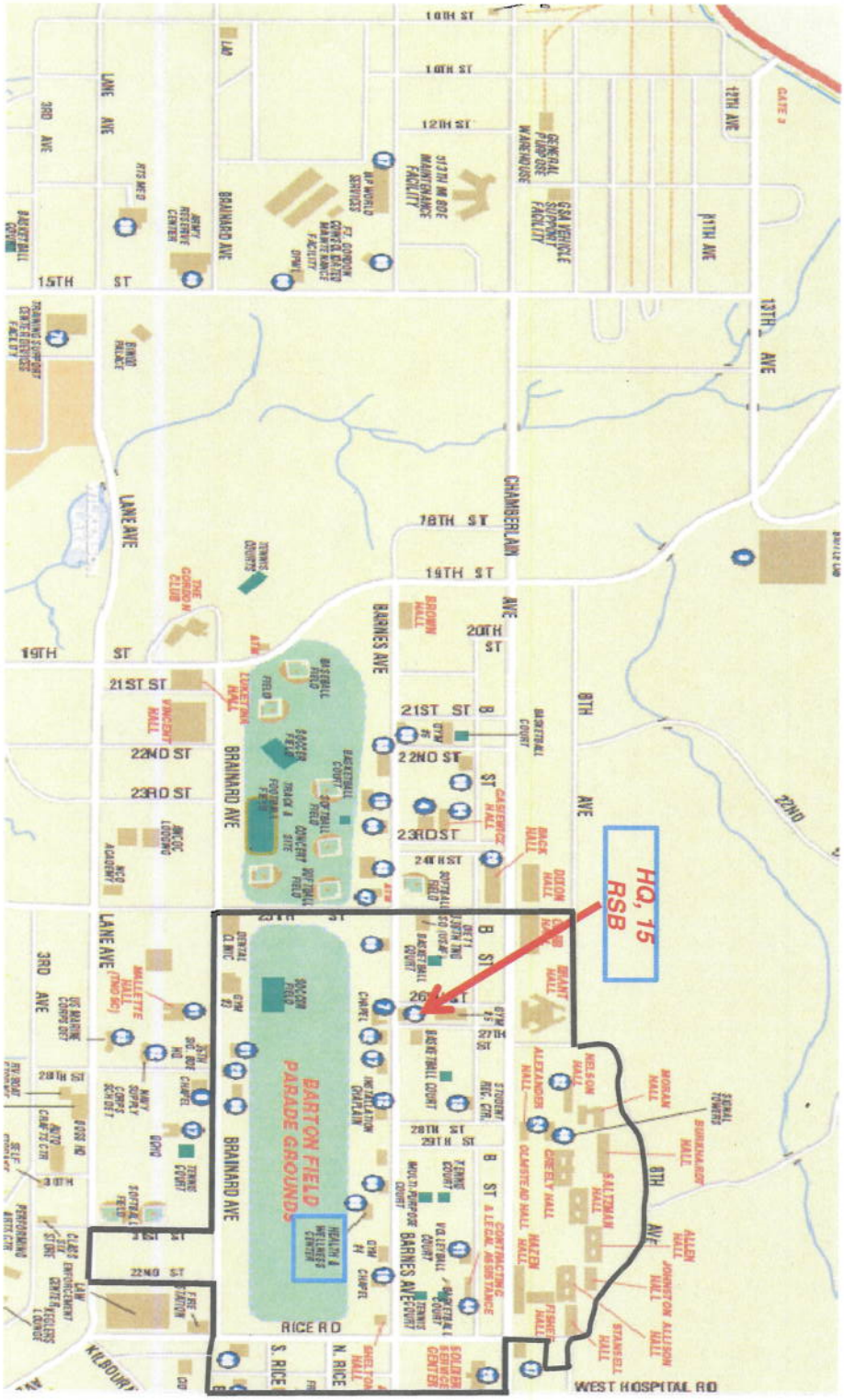
SUBJECT: Policy Letter 17: Privileges and Limitations for Soldiers in Training

Enclosure 2: 15th Signal Brigade Area of Operations