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USAFSP Standard Operating Procedure (SOP) (U)

01 October 1986

1. (U) GENERAL

a. (U) Purpose. This SOP standardizes administration and operations of United States Army Field Station Panama (USAFSP).

b. (U) Conformity. All Standard Operating Procedures of subordinate elements will form appendices of this SOP and will conform with the format established in FM 101-5 and USAINSCOM regulations.

c. (U) Responsibilities. Each individual will read this SOP upon arrival at this unit. The First Sergeant and unit administrative personnel are responsible for ensuring that newly arrived personnel read this SOP. Copies will be maintained in the administrative office and operations for subsequent semiannual review. In addition, personnel will be made aware of any changes, deletions, or additions through the Chain of Command. Policy changes will be made a part of this SOP via tabs to individual appendices until a rewrite is necessary.

d. (U) Applicability. This SOP is applicable to all personnel assigned, attached, or TDY to USAFSP. Violations of this SOP may subject the violator to action under the UCMJ.

e. (U) Organization. United States Army Field Station Panama is organized in accordance with TDA W4JOAA and is a subordinate element of the 470th Military Intelligence Group.


J. A. DE MONEY
MAJ, MI
Commanding

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ANNEX A (Administration) to USAFSP SOP (U)

1 February 1986

1. (U) REFERENCE, AR 340-15, Preparing Correspondence, 12 November 1986.
2. (U) PURPOSE. To establish and clarify policies and procedures for administration of USAFSP.
3. (U) GENERAL.

a. (U) A good system of administrative support is indispensable to the efficient operation of a unit. Such a system provides all concerned with the information and support needed to carry out this unit's mission. Required records, reports, requisitions, and correspondence are essential for sound administration.

b. (U) All correspondence prepared by this unit will be prepared in accordance with reference. Timely submission of required reports and compliance with suspense dates is essential. In those cases in which report suspenses cannot be met, an extension must be requested.

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APPENDIX 1 (Responsibilities of Key personnel) to ANNEX A (Administration) to USAFSP SOP (U) 1 February 1986

1. (U) PURPOSE. To provide each individual a guide for seeking help or resolving problems.

2. (U) RESPONSIBILITIES.

a. (U) The Commander:

(1) Administration, security, training, logistics, morale, discipline, command, operations, and overall supervision of the field station.

(2) Performance of other duties as assigned by Commander, 470th MI Group.

b. (U) First Sergeant:

(1) Advises Commander about problems and policies of concern to enlisted members of the Field Station.

(2) Arranges appointments for/with the Commander.

(3) Forms the unit and takes the report at unit level formations.

(4) Ensures administrative actions are completed.

(5) Reports status of unit personnel to the Commander.

(6) Monitors "barracks life" to include insuring inspections are conducted and deficiencies are corrected.

(7) Prepares duty rosters as required.

(8) Conducts orientation for newly assigned personnel.

(9) Serves as units principal trainer and therefore responsible overall for all unit and individual training.

(10) Monitors supply activities to include requests for expendable and nonexpendable items, work order submissions, armory status, NBC status, transportation activities and fund status.

(11) Oversees Soldier of the Month Program.

(12) Oversees Noncommissioned Officers' Development Program.

(13) Responsible for unit Weight Control Program.

(14) Serves as unit liason with other NSGA senior enlisted personnel.

(15) Coordinator for all NSGA watchbill activities.

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(15) Coordinator for all NSGA watchbill activities.

c. (U) Unit PSNCO:

- (1) Prepares and monitors status of personnel actions.
- (2) Orders all official publications.
- (3) Serves as unit legal clerk.
- (4) Prepares all requests and serves as point of contact for orders.
- (5) Maintains unit alert, TDA, and DEROS rosters.

d. (U) Administrative Specialist:

- (1) Responsible for EER rating scheme and monitoring of EER status within the unit.
- (2) Serves as sponsorship POC and maintains gains roster.
- (3) Serves as additional duty POC, issues additional duty orders, and maintains additional duties roster.
- (4) Issues clearance papers for soldiers departing the unit.
- (5) Is POC for ID card issue/changes.
- (6) Shares filing responsibilities with clerk typist.

e. (U) Clerk Typist:

- (1) Responsible for all actions regarding to allotments, pay options, and inquiries.
- (2) Initiates requests for separate rations.
- (3) Prepares leave requests (DA Form 31) and maintains leave data roster.
- (4) Types all unit correspondence.
- (5) Shares filing responsibilities with Administrative Specialist.

f. (U) Training NCO:

- (1) Additional duty assigned for 90 days.
- (2) Responsible for monitoring all matters related to unit training activities (See Appendix 9).
- (3) Assists sponsors/individuals in preparing for PLDC.
- (4) Assists ISG in weight control program by conducting weigh ins.
- (5) Prepares and coordinates unit training schedule.

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(6) Maintains company roster.

(7) Completes other duties as assigned by Cdr/1SG.

g. (U) Supply Personnel:

(1) Responsible for all logistics related activities to include supplies, transportation, work requests, armory, NBC, document register, hand receipts, and fund status. (See Appendix 14).

(2) Informs Cdr/1SG of status of above.

(3) Completes other tasking as assigned by Cdr/1SG.

h. (U) Platoon Sergeant:

(1) Assists 1SG in completion of responsibilities contained in para b.

(2) Monitors status of platoon personnel and informs 1SG daily of any changes.

(3) Serves as principal trainer for platoon.

(4) Serves as Weapons Training OIC when tasked.

i. (U) Additional Duties Personnel - In the various roles, additional duty personnel work directly for the unit headquarters.

(1) Athletic and Recreation NCOs' - responsible for planning, coordinating, and organizing unit athletic and recreation activities.

(2) Barracks Sergeant - responsible for room and detail assignments in/around buildings 234 and 235.

(3) Drug and Alcohol Officer/NCO - Responsible for implementation of ADCO program IAW pertinent rules and regulations. (See Appendix 10).

(4) Dining Facilities Coordinator - serves as unit representative to MSGA in all matters relating to dining facility.

(5) Emergency Action NCO - Responsible for unit adherence to emergency evacuation and dependent care regulations. (See Appendix 16).

(6) Historian - responsible for maintaining chronological record of unit events/activities and issuing appropriate report.

(7) Equal Opportunity Officer/NCOs - responsible for unit adherence to objectives and regulations of the EO program. (See Appendix 20).

(8) Publications NCO - responsible for insuring appropriate publications are ordered and available within the unit.

(9) Range Safety Officers - plan, coordinate, and supervise range safety activities during weapons qualification ranges.

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(10) Reenlistment Officer/NCO - responsible for adherence to pertinent regulations and overall administration of the reenlistment program. (See Appendix 19).

(11) Safety NCO - insures unit adherence to all rules and regulations pertaining to the Army safety program (See Appendix 12).

(12) Top Secret Control Officer ARFCOS Control-insures unit adheres to all regulations regarding control of classified material to include handling, storing, and mailing.

(13) Key Control NCO - control access to specific areas of the operations site to include individual and unit areas.

(14) Physical Security NCO - responsible for ensuring compliance with applicable rules and guidelines of NSGA, 470th MI Group, INSCOM, and Dept of Army in matters relating to physical security.

(15) Sponsorship NCO - implements Department of The Army sponsorship program. Handles correspondence, assigns sponsors, and ensures an active and visible program is maintained (See Appendix 1).

(16) Supply NCO (Operations) - insures adequate resources are available for mission completion by ordering supplies through the unit Headquarters as tasked by the Operations NCO.

(17) Transportation Coordinator - Insures compliance with applicable policies and regulations in all matters relating to organic transportation assets (See Appendix 14).

(18) Unit Fund Representatives - Responsible for controlling and coordinating expenditures for morale support activities.

(19) BEQ Advisory Committee Representatives - coordinate with NSGA Committee on all matters relating to the billeting of USAFSP personnel. Assist and advise the NSGA committee as necessary.

(20) Armor/Weapons Controllers - focal points for all matters pertaining to the control, maintenance, issue, and inventory of weapons assigned to USAFSP. (See Appendix 14).

(21) Weight Control NCO - Ensures Compliance with AR 600-9 and monitors individual success/failure rate. (See Appendix 8).

(22) NCO/Enlisted Club representative - serves as liason between unit members and club councils.

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APPENDIX 2 (Orientation) to ANNEX A (Administration) to USAFSP SOP (U)
1 February 1986

1. (U) REFERENCE. DA Pamphlet 612-1, The Army Sponsorship Program.
2. (U) PURPOSE. To establish USAFSP policies on sponsorship and inprocessing of new personnel, and the outprocessing of personnel departing the unit.
3. (U) GENERAL.
 1. (U) A good system to efficiently handle sponsorship, inprocessing and out-processing of personnel is essential. Such a system provides all concerned with the information and support needed to carry out the necessary actions.
 2. (U) All orientation actions will be carried out in accordance with TABS A, B and C to this APPENDIX.

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TAB A (Sponsorship) to Appendix 2 (Orientation) to Annex A (Administration) to USAFSP SOP (U) 1 February 1986.

1. (U) Reference.

- a. DA Pamphlet 612-1, Army Sponsorship Program

2. (U) Purpose.

- a. To provide the means for operating an effective program through the use of the sponsorship letters, information packets, and follow-up questionnaires.

3. (U) Responsibilities and Procedures.

- a. The sponsorship program is intended to insure a rapid and orderly orientation into the Field Station.
- b. Every effort is to be made to pinpoint incoming personnel and give them as much lead information as possible (welcome letter, packet, etc.)
 - 1. Upon receipt of incoming personnel orders, a sponsor will be designated.
 - 2. A print out of the welcome letter for the designated sponsor will be forwarded to operations along with:
 - (A) A DF stating responsibilities of a sponsor, last known location and any information known concerning the incoming soldier.
 - (B) A copy of the soldier's orders.
 - 3. The sponsor will have 7 days to return the signed welcome letter and the sponsorship DF to the sponsorship NCO for further action. The sponsor must have made contact with the incoming soldier and have any additional information listed on the DF before returning it.
 - 4. If additional time is needed, the sponsor must request an extension from the 1SG or the sponsorship NCO. If response is not received by the designated suspense date, the 1SG will be notified.
- c. The sponsor is to coordinate transportation with the transportation NCO to pick up the new arrival at GP HQ. Three days advance notice is required. Sponsors who prefer to use personally owned vehicles may do so at their own expense.
- d. If the incoming soldier is accompanied by dependents, the sponsor must arrange for guest housing.
- e. After completion of inprocessing at 470th MI Group, the sponsor will bring the incoming soldier to the Orderly Room during normal duty hours. If the Orderly Room is not open, the sponsor will bring the incoming soldier to the Orderly Room the next working day at 0800 hours in uniform for inprocessing. Inprocessing will only be done in uniform.

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TAB B (Inprocessing) to APPENDIX 2 (Orientation) to ANNEX A (Administration) to USAFSP SOP (U) 1 February 1986

1. (U) **PURPOSE.** This TAB establishes procedures and policies for inprocessing of personnel assigned to USA Field Station Panama.

2. (U) **RESPONSIBILITIES.**

A. Sponsors are responsible for guiding their sponsorees through all phases of inprocessing the Atlantic Community.

B. Individuals arriving at USAFSP are responsible for ensuring that they complete all phases of inprocessing in a timely manner.

C. Personnel assigned duties under the Inprocessing Checklist must ensure that their portion of the inprocessing is completed and initialed off on the I-processing Checklist.

3. (U) **PROCEDURES.** Following their arrival in Panama, all personnel will be taken to the USARSO Replacement Detachment on Ft Clayton for initial inprocessing. Upon release from the Replacement Detachment, personnel will be transported to 470th MI GP in Corozal for inprocessing at the Group. Once they have completed inprocessing at the Group, personnel will be picked up by their assigned sponsors and transported to the Atlantic Community and USA Field Station Panama.

A. If normal duty hours, sponsor will bring the newly arrived personnel to the Orderly Room for inprocessing into the USAFS Panama.

B. If after duty hours, the sponsor will bring the incoming soldier to the Orderly Room the next duty day, at 0800 hours to receive an Inprocessing Checklist. Both the Sponsor and Sponsoree must be in uniform. Prior to departing the Orderly Room, new personnel will be briefed by the 1SG and the Commander.

C. The Inprocessing Checklist contains the following 15 tasks. Upon completion of each task, the checklist will be initialed off by the individual inprocessing the new personnel.

1. Initials of barracks sergeant and sponsor.

2. Transportation office.

3. Housing office.

4. Mail Room (single soldiers mail room is Bldg. 234, married soldiers Mail Room at Coco Solo or Fort Davis Shoppette).

5. Coco Solo Health Clinics for turn in of Medical and Dental Records.

6. Personnel Locator Card must be filled out at Orderly Room.

7. Briefing by the First Sergeant.

8. Briefing by the Commander.

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10. Reenlistment NCO counsels new personnel and/or schedules appointment with Commander for re-up interview.
 11. Supply initials after turn in of clothing records.
 12. Administrative specialist initials after initiating separate rations or meal card from Navy - Galeta Island.
 13. Operations NCOIC initials after briefing and clearance to the Field Station, operations Site.
 14. Operations NCOIC initials EEP block also.
 15. Transportations NCO initials this block.
- D. After all blocks have been initialed, return to the Orderly Room.

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USAFSP SOP (U) 1 February 1986

1. (U) Reference. AR 210-10.
2. (U) Purpose. This TAB establishes the policies and procedures for outprocessing of personnel departing USAFSP.
3. (U) Responsibilities. The individual departing the Field Station are responsible for accomplishing all phases of clearing.
4. (U) Procedures.
 - A. Upon receipt of orders accomplish the following:
 1. Report to Port Call Section, Bldg 249, FT Davis, 0700-1530 hrs daily, with 3 copies of orders.
 2. Report to Transportation Office, 0700-1530 hrs daily, Bldg 249, FT Davis, with 20 copies of orders.
 3. Report to Housing Referral, Bldg 243, FT Davis, 0700-1430 hrs daily. Personnel residing in post housing report to Assignment/Terminations.
 4. Personnel in any of the following categories must schedule a physical examination: ETS, retiring, or Elimination. Call 289-5631 the Coco Solo Clinic appointment desk.
 5. An appointment must be made with the Finance and Accounting Office (FAO) 10 days prior to port call. Personnel desiring advance pay for PCS will report to F&AO 3 duty days prior to final outprocessing appointment with 3 copies of orders and DA Form 2142 (Pay Inquiry). Advance pay is authorized only for married personnel who are relocating household goods and/or family members, and single personnel who are relocating household goods. (Proof must be submitted). F&AO is located in Bldg 233, FT Davis, 2nd floor, 0830-1130, 01300-1500, 289-3790.
 6. An appointment must be made with the S-2 at Group 10 days prior to your scheduled departure date. The actual debrief will be accomplished after you are relieved from duty (ROD).
 7. A DA Form 31 (Request and Authority for Leave) is required for all PCS personnel, ETS personnel who are taking terminal leave, and retirement personnel who are taking terminal leave. Prior to signing out of the Field Station insure you have a DA Form 31.
 - B. Service members must report to Orderly Room to obtain a DA FH 137 (Installation Clearance Record). Single members are allowed to begin clearing 5 duty days prior to departure. Members accompanied by dependents are allowed to begin clearing 10 duty days prior to departure. Blocks 1 thru 17, 26 and 29 must be completed prior to processing the Central Clearance Facility (CCF). The Commander will expect the blocks in the COMESY block to be completed prior to his signature on the papers.

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1. Block 1. Orders are distributed through distribution. This block is initialed by the individual who distributes your orders, if you received your orders prior to receipt of your DA Form 137, the block will be initialed by an admin clerk in the Orderly Room.
2. Block 2. Report to Supply Room (Bldg 234, Davis), 0800-1500 daily to pick up clothing records and clear arms room.
3. Block 3. Report to Supply Room (Bldg 234, Davis), 0800-1500 daily to clear unit hand receipts.
4. Block 4. Report to Orderly Room, (Bldg 234, Davis) 0800-1700 daily, to pick up training records from training NCO.
5. Block 5. Report to Orderly Room, (Bldg 234, Davis) 0800-1700 daily, to pick up DA Form 348.
6. Block 6. Report to BEQ-Coco Solo or Davis mail room 0815-1615 daily, to complete 3 DA Form 3955's (change of address). Mail clerk will initial this block. Note: One DA Form 3955 will be hand-carried to CCF.
7. Report to S-2, Bldg 18 Corozal, 1st Floor, to complete your security debrief. Note that your appointment should have been made 10 days prior to scheduled departure.
8. Block-8. Report to OPNS NCOIC at the operations site 0800-1600 daily, 289-3700/3811. Personnel E-5 and above must have a completed EER/OER in their possession and have completed any EERs/OERs on personnel they rate. If an EER is not required due to certain circumstances a DF will be prepared so you can outprocess Central Clearance Facility. A copy of the DF or DA Form 638 on the departing soldier is also required.
9. Block 9. Report to Orderly Room (bldg 234, Davis), 0800-1700. If no Courts or Boards are pending an admin clerk can initial this block.
10. Block 10. Report to the Reenlistment NCO, Operations Site, to receive DA Form 1315 (E-6 and below).
12. Block 12. Report to Central Issue Facility, Bldg 520 Ft Clayton, basement area (with PT shorts) 0800-1500 Tuesday/Thursday and 1300-1400 hrs Monday/Wednesday, 287-3655. You will turn in your clean TA-50 gear and one clean pair of yellow shorts. Additionally, you will need your clothing records.
14. Block 14. Report to Army Education Center, Bldg 32, 2d floor, Ft Davis, 0715-1615 daily, to pick up education records. If you have not attended any courses, requirement still exists to clear AEC.
15. Block 15. This block applies only for ETS/Ret/Elim personnel. Appointment for physical exam is necessary. Report to Troop Medical Clinic, Coco Solo Health Clinic, 246-5631 for physical. If physical is not desired a waiver must be signed by a doctor at the TMC.
16. Block 16. Report to Coco Solo Health Clinic 0700-1530 to pick-up your medical records.

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17. Block 17. Report to Coco Solo Dental Clinic 0700-1600 to pick-up your dental records.
18. Block 26. Report to the Provost Marshal, bldg 6504, Davis, 0830-1430, 289-4401. You must bring any post vehicle decals you possess for turn in. You must clear all firearms. In addition the PM will give you a fingerprint card. This card must be taken with you to CCF. If you do not have a fingerprint card on file the PM will take your fingerprints and provide you with a card.
19. Block 29. Report to the F&AO, bldg 233, Davis, 289-3505. Report on date and time of your appointment only. You must hand-carry your finance records to CCF.
20. Block 34. Room Key and linen must be turned in to the BEQ Desk in bldg 234, Davis.
21. Block 35. Meal Pass must be turned-in to the Navy Admin Section in bldg 235, Davis.
22. Block 36. Your Security Badge must be turned in to the Navy SSO at the Operations Site.
23. Block 37. You must process out through the Operations office at the Operations Site.
24. Block 38. You must process out through the Navy Recreation Service Office in Coco Solo 0700-1600.
25. Block 39. When picking up your dental records, the dental clerk will insure that you have two PANOREX (dental X-rays). One will be placed in your dental records, the other will remain on file at the dental clinic. The dental clerk must initial and date this block.
26. Block 40. This is your next to last stop prior to receiving your release from the Field Station. 1SG will review your Clearance Sheet before it is signed by the Commander.

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- C. The Central Clearance Facility (CCF) is located in bldg 519, Ft. Clayton. Report to the CCF two days prior to portcall. CCF hours are from 0800-1530. CCF will handle blocks 18 thru 33, except 26 and 29.
1. Report to CCF with all records picked-up during earlier outprocessing, as well as your bilingual I.D. card (includes your dependents), and your DA Form 31.
 2. CCF is set-up by stations. Report to Station #1 at 0800 hours to begin CCF processing.
- D. All personnel are required to personally sign-out of the 470th MI GP. Report to HQ Co, Bldg 9, top floor, Corozal, during duty hours. This is your last official act for outprocessing.

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TAB D (Family Support) to Appendix-2 (Orientation) to Annex A (Administration) to USAFSP SOP (U)

1. Purpose: To assure adequate support to families in order to promote wellness; to develop a sense of community; and to strengthen the mutually reinforcing bonds between the unit, the Army and its families.
2. Mission: To unite for mutual support.
3. Goals:
 - a. Maintain confidential list of spouses' names, addresses, box numbers and telephone numbers.
 - b. Provide sponsor/unit information to spouses as required.
 - c. Provide emergency assistance as needed.
 - d. Create a family environment for spouses.
 - e. Initiate family social functions.
4. Responsibilities:
 - a. Field Station Commander: Ensure support for the Family Support Program.
 - b. Executive Officer.
 - (1) Ensure SOP is updated.
 - (2) Ensure Family Support Handout is updated.
 - (3) Publish a quarterly unit newsletter to provide information to spouses.
 - c. 1SG.
 - (1) Include an overview of the Family Support Program and a copy of the Family Support Handout in the newcomer's briefing.
 - (2) Ensure support for the sponsorship program.
 - (3) Maintain a list of spouses' names, addresses, box numbers and telephone numbers.
 - d. Supervisors/Platoon Sergeants: Ensure that the family is contacted at least once every 7 days during a soldier deployment, extended field duty, TDY, medical evacuation, or emergency leave.
 - e. Ladies of the Field Station: The Ladies of the Field Station is an ad hoc women club which also includes female soldiers of the Field Station. This club was formed as a support group for Field Station spouses. Although the club meets irregularly, it was set up specifically for spouses to get together and provide each other with support and a means of discussing problem areas.

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Annex R (The Family Support Group Plan) to USAFB Panama Administrative Standard Operations Procedures

6. **Family Support Handouts:** The following information is designed to assist spouses during their tour in Panama. It will be particularly helpful during the periods your spouse is out of country (deployed). You are encouraged to consult this plan first to resolve situations that occur. If you have further questions or need additional assistance, contact your spouse's supervisor, Platoon Sergeant, ISB, or Commander.

a. **ARMY COMMUNITY SERVICE (ACS):** The Army Community Service is here to assist you in every possible way. They have a wide variety of services available, such as financial and budget management, checkbook management, debt realignment, tax preparation, family employment, relocation service "Welcome to Panama" briefing, and a thrift shop. They are located in Building 8348, Room 5, in the Margarita Complex, Margarita. Their phone number is 289-4206.

(1) **Income Lending Closet:** The Army Community Service has a lending closet available to families who may have financial problems or are awaiting household goods shipment. An ID card is required to take advantage of this service. The lending closet is located at the ACS office.

(2) **SOCIAL WORK SERVICE:** ACS social workers provide short term counseling to resolve immediate problems. Appointments can be scheduled by calling 289-4206.

b. **IMPORTANT PAPERS:** These documents should be readily available to you before your spouse departs and at all times while he/she is away:

- (1) Uniformed Services Identification and Privilege Card (Brown ID Card), Bilingual ID (Blue-green).
- (2) Marriage Certificate.
- (3) Birth Certificate(s).
- (4) Automobile Registration.
- (5) Will.
- (6) Power of Attorney.
- (7) Insurance Policies.
- (8) PCS orders (both the soldier's and dependent travel authorization).
- (9) Passports.
- (10) Shot records of all family members.

c. **Family Car(s)/PDV(s):** Ensure that your spouse has taken care of the following items concerning your family's car(s) prior to his/her departure:

- (1) Proper periodic maintenance.
- (2) Renewal of insurance policies/license plates, if necessary.
- (3) Renewal of Post Vehicle Registration, if necessary.
- (4) You have a phone number & address of a local service station in the area where repairs are needed.

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d. **CHAPLAIN:** The Ft. Davis Chapel is in Bldg 32, phone 289-3319. The Ft. Espinar Chapel is in Bldg 224, phone 289-4816.

e. **ARMY EMERGENCY RELIEF (AER):**

(1) Army Emergency Relief (AER) is an Army Community Service activity. It financially assists active duty and retired Army personnel in emergencies. Financial assistance is given in the form of interest free loans or grants. To apply for a loan, a soldier must make an application through his unit commander or designated unit AER Officer on DA Form 1103 and coordinate through the American Red Cross for verification of the emergency. The AER Officer will determine the need after an interview with the soldier. If approved, the assistance is available the same day.

(2) AER can only be of assistance to dependents if the dependent has a Power of Attorney stating "CAN APPLY FOR AER IF NEED BE".

f. **AMERICAN RED CROSS (ARC):**

(1) American Red Cross services include emergency communications and reports (see enclosure), counseling on personal and family problems, verification of need for emergency leave, financial assistance and information on government benefits.

(2) Financial assistance may be granted on the basis of definite need and is for basic maintenance when a dependent's allotment is interrupted or delayed for unforeseen emergencies; or for leave transportation when leave is granted due to an emergency in a service member's immediate family.

(3) The Red Cross will need the soldier's unit address (not MSC Box or local home address).

g. **FINANCIAL ASSISTANCE:**

(1) ACS offers a financial counseling program for individuals who feel they need professional help managing their money or establishing a workable budget.

(2) Whatever your financial problem may be, or if you have questions, call ACS for financial counseling/assistance at 289-4206.

h. **LEGAL ASSISTANCE:** Fort Davis' Legal Assistance Office is located in Bldg 70. Their phone number is 289-3796.

(1) Do you need a Power of Attorney?

(a) What is it? A Power of Attorney gives the person you choose the right to sign your name for you and to do the things that you could do if you were actually present and signing your name.

(b) Is there a difference between a special power of attorney and general power of attorney? A special power of attorney is given for a specific purpose; for instance, the power to cash checks made out to a soldier. A general power of attorney gives the other person the right to do anything the service member could do by signing his name.

(c) Should I get a power of attorney? If the family has a power of attorney in which the soldier's signature is required, you should get a power of attorney. Also, if military paychecks will be coming to the soldier, you should get a power of attorney. If you are not sure, you should get a power of attorney. The power of attorney will be given to the soldier and the person who will be signing for him.

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(2) Do you need a will?

(a) All active duty service members and their family members may arrange to have a will prepared free of charge by a military attorney.

(b) Who should consider having a will?

- 1) Married persons with children.
- 2) Persons who own land or property.
- 3) Persons with large bank accounts.
- 4) Others under special circumstances.

i. **MEDICAL ASSISTANCE:** Coco Solo Clinic Emergency Room is operated 24 hours a day, seven days a week. In case of an emergency, call 289-5000.

(1) For emergencies and ambulance, dial 119 on post, 289-5000 or simply dial "0" and tell the operator the assistance nature of the emergency.

(2) Routine appointments must be made through Central Appointments Desk, phone 289-5631.

1. HOUSING:

(1) Prior to your spouse's departure make sure you completely understand the following:

(a) The location and use of the electrical control (fuse/switch) box to include replacements.

(b) The location and use of the water control valve for shut-off emergencies.

j. **INSTALLATION CLEARANCE:** If circumstances arise that require the family member to clear post, the following information is provided:

(1) **HOUSING:** Prior to your spouse's departure have him/her notify family housing of your desire to clear quarters. In the event the family member is going to clear quarters, the following items are required:

(a) Notice of delegation of authority (DA Form 1607).

(b) Power of attorney.

(c) Soldier's PCS orders or family member's travel authorization.

(d) All keys to the quarters.

(2) **HOUSEHOLD GOODS:** To ship household goods you will need the following:

(a) A power of attorney or a letter from your spouse authorizing you to sign shipping papers.

(b) At least four copies of soldier's PCS orders or family member's travel authorization.

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~~FOR OFFICIAL USE ONLY~~

EMERGENCY NUMBERS

Ambulance	119 or 289-5000 or "0" (24 hours)
Emergency Room Coco Solo Clinic	289-5000
Fire Department	119 or 289-3578 or "0"
Police Dept/ Military Police MP Liaison MP DESK	110 or 289-5401 (24 hours) 289-5413 289-5401
Family Advocacy (child & spouse abuse)	289-3117 (duty hours) 282-5404/5405 (non-duty hours)
Chaplain Ft Davis Chaplain Ft Espinar	289-3319 289-4616
Poison Center	282-5111 or 252-7500 (24 hours)
Child Protection Emergency Line	282-5170 (duty hours only)
Veterinarian	289-4872 (duty hours) 246-4511 (non-duty hours)
NEEDAC Hotline	282-5050 (24 hours)
Commissary information/ Complaints	289-4474 (duty hours only)
Engineering/Housing Service Calls	289-3273 (duty hours only)
Pest Control	289-3110 (24 hours)
RAFES Customer Service	289-4242
Family Life Communications Line	287-4636 (recorded after duty hours)
SE/ALARM Info	246-4214
Field Station NO Field Station First Sergeant Field Station Commander	 289-5401

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EMERGENCY LEAVE

DID YOU KNOW??

The Red Cross can help get you to the States in an emergency... if you inform your family as to how important their part is when an emergency happens.

When an emergency occurs in your immediate family (father, mother, sister, brother, wife, husband, child, or guardian), YOUR FAMILY should contact their local Red Cross Chapter first, giving the Red Cross worker YOUR name, rank, SSN, and complete military address. Do not use your PSC Box number as that may delay contacting you. Be sure your family has all that information.

The family should tell the worker what the emergency is, what happened to which member of the family, the name of the doctor caring for the party and the name of the hospital or other agency that knows about the emergency.

Your family or a responsible person should do this first because the military authority requires Red Cross confirmation of the facts about an emergency so that the Commander can make the wisest decision regarding leave. (See the military leave regulation-AR 630-5).

-----DETACH HERE AND SEND LOWER FORM TO FAMILY IN THE STATES-----

Dear _____

In case a real emergency occurs involving any member of my immediate family which requires my presence, please contact YOUR Local Red Cross Chapter immediately.

Red Cross confirmation of the facts of the emergency is required by the military authority who makes the decisions about my leave. By calling the Red Cross first, you could be saving me considerable and valuable time in getting home.

Please call the Red Cross during the day to find out how to reach them if need be on Saturday, Sunday, holidays, and at night and write in the space below.

Please keep this information handy:

SERVICE MEMBER'S
NAME _____

RANK _____ SSN _____

FULL MILITARY ADDRESS
(Not PSC Box No) _____

LOCAL AMERICAN RED CROSS CHAPTER _____

TELEPHONE NUMBER _____

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Change # 7

APPENDIX 3 (Leaves and Passes) to ANNEX A (Administration) to USAFSP SOP (U) 1 February 1986

1. (U) REFERENCE: AR 630-5, Leave, Passes, Permissive Temporary Duty, Emergency Leave and Public Holidays, 01 Jan 86.
2. (U) PURPOSE: To provide personnel assigned to USAFSP information and guidelines on requesting leaves and passes.
3. (U) RESPONSIBILITIES:
 - a. Individuals will ensure request for leave/pass is made on a leave/pass chit, and is submitted by suspense date.
 - b. Supervisors in an individuals chain of command will endorse leave/pass chit with concurrence or nonconcurrence and forward by suspense date.
 - c. Orderly room will prepare and forward leave form (DA Form 31) to individual for signature.
 - d. Individual will sign DA Form 31 and then forward leave form through distribution to Commander for signature.
 - e. Orderly room will ensure leave form is available to service member for pick-up by leave start date.
 - f. Service members must contact their immediate supervisor, 1SG, or Commander if extension of leave is necessary.
 - g. Service member must have leave form signed off upon return from leave.
 - h. Orderly room personnel are responsible for processing of leave form upon completion of leave.
4. (U) PROCEDURES. Formal leave/pass requests will be made on a leave/pass chit, through channels, to the First Sergeant 10 days prior to the start date if local, in-country leave and 15 days prior to start date if out of country leave. Exceptions to these date requirements will be handled on a case by case basis.
5. (U) EMERGENCY LEAVE.
 - a. Request for emergency leave will be approved only after verification by the Red Cross has been received.
 - b. Supervisor will contact USAFSP orderly room. An emergency leave worksheet will be issued to the soldier with an attached DA FORM 31.
 - c. All emergency leave orders will be issued by the Personnel Actions Section, at CONTACT, Fort Davis during normal duty hours, or by the AG on-call during non-duty hours, weekends, and holidays. The AG on-call on Fort Davis may be reached by contacting the Emergency Operations Center (EOC)

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d. The Military Transportation Authorization (MTA) will be obtained from the transportation office at Fort Davis during normal duty hours (0700 - 1500). Airline tickets can be picked up at Fort Davis transportation (if advance notice is given), a ticket agency in Colon, or FT Clayton transportation office. The FT Clayton transportation office (Bldg 519) office hours are 0715 - 1700. The individual will be able to travel on the MAC flight or civilian flight the same day, if he/she is at the office by 0715. There is a transportation representative on call through the EOC during 0700 - 1500 on Saturdays and 0800 - 1000 on Sunday to issue MTA's and airline tickets.

6. (U) LIMITATIONS:

a. PASSES:

(1) Will not be granted in conjunction with leave.

(2) Will not be granted in succession or series.

(3) Will not exceed 96 hours.

(4) Will not be granted for dates when a soldier appears on the duty roster. Request for exemption from the-duty roster will be submitted through channels.

(5) 4-day passes will only be in conjunction with breakdays. 3-day passes need not include breakdays.

b. LEAVE REQUESTS: By personnel having no accrued leave will only be approved on a case-by-case basis, dependent upon the circumstances.

c. Request for leave extensions will only be approved by soldier's immediate supervisor or 1SG and based upon operational needs unless the extension request is an emergency.

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APPENDIX 4 (Personnel Actions) to ANNEX A (Administration) to USAFSP SOP (U)
1 February 1986

1. (U) PURPOSE. To establish procedures for achieving personnel actions for USAFSP personnel and to give a working knowledge of the procedures to USAFSP personnel.

2. (U) GENERAL.

A. A well formed system of personnel support is necessary for a unit to provide proper assistance to the personnel of the unit, therefore adherence to this appendix will enable the expedient processing of all personnel actions.

B. Any personnel action should be done in accordance with TABS A, B, C, D, or E of this appendix, as applicable.

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TAB A (Promotions) to APPENDIX 4 (Personnel Actions) to ANNEX A (Administration) to USAFSP SOP (U) 1 February 1986

1. (U) REFERENCES. AR 600-200.
2. (U) PURPOSE. To set guidelines and procedures for promotion of USAFSP personnel.
3. (U) RESPONSIBILITIES. Each individual listed below must meet the suspense dates listed on USAFSP Document Control Form.
 - A. Rater/First Line Supervisor must make a recommendation by suspense date.
 - B. Indorser/WNCO/Section Supervisor must concur/nonconcur by suspense date.
 - C. Operations NCOIC must concur/nonconcur by suspense date.
 - D. Operations OIC must concur/nonconcur by suspense date.
 - E. 1SG must concur/nonconcur by suspense date.
 - F. Commander must concur/nonconcur by suspense date.
4. (U) PROCEDURES. Upon receipt of CO1 report (Recommended List for Promotion of Enlisted Personnel) the following actions will be taken:
 - A. Rater/First Line Supervisor recommends soldier for promotion and initiates a Document Control Form. The recommendation and Document Control Form are then forwarded to the Indorser/WNCO/Section Supervisor, allowing for the form to reach the Operations Section by the 5th day of the month preceding the month of promotion board/promotion.
 - B. Indorser/WNCO/Section Supervisor concurs/nonconcur on the Document Control Form and forwards to the Operations Section by the 5th day of the month preceding the month of promotion board/promotion.
 - C. Operations NCOIC concurs/nonconcur and forwards to the Operations OIC, allowing for the form to reach the Orderly Room by the 10th day of the month preceding the month of promotion board/promotion.
 - D. As a minimum, the promotion packet should contain the USAFSP Document Control Form, a recommendation on a DA Form 2496, the USAFSP promotion point worksheet, DA Form 3355 (completed in pencil), and all counselling sheets (performance and other).
 - E. Any individual member of the chain of command who nonconcur must attach a justification.

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T'B B (EERs and OERs), to APPENDIX 4 (Personnel Actions), to ANNEX A (Administration), to USAFSP SOP 1 February 1986

1. (U) REFERENCES.

- A. AR 623-205, Enlisted Evaluation Report, 14 Oct 85.
- B. AR 623-105, Officer Evaluation Report, 14 Oct 85.

2. (U) PURPOSE. To prescribe procedures for effective management of the Army evaluation system as prescribed in references.

3. (U) GENERAL. The officer and enlisted evaluation systems are designed to provide supervisor input to the career progress/development of rated soldiers. Accurate evaluation of accomplishments, abilities, and potential are essential for progress of the soldier and management of the career force. There are prescribed responsibilities for each member of the rating chain, as well as the individual soldier. As a minimum, the following general requirements apply:

- A. Official rating scheme will be published by name and posted in both the unit and operations areas.
- B. The rating scheme will be updated at least monthly.
- C. Each first line supervisor is responsible for the accuracy of the data for the soldiers he/she rates.
- D. Supervisors will submit reports on time as designated on the Document Control Form as follows:
 - 1) Completed draft due to operations by last day of close month or 14 days prior to PCS.
 - 2) Completed draft due to Orderly Room 3 working days after close month or 7 days prior to PCS.
 - 3) Finalized/signed version due to 470th MI Group within 15 days of close date or to soldier 1 day prior to 519 appointment.
- E. The Orderly Room will not accept any drafts that do not submit all the necessary information.
- F. Any OER/EER submitted beyond established suspenses will not be accepted by the Orderly Room. Finalizing becomes the full responsibility of the individual causing the tardiness.
- G. The Rater is responsible for providing the information required in Part I, Part II, Rater portions of Parts III and IV, and the height/weight and APFT data.
- H. The Indorser is responsible for providing input to his sections of Parts III and IV, the accuracy of the information in Part V, obtaining the rated soldiers signature, and timeliness of the report.
- I. The reviewer is responsible overall for the report, i.e., correctness, accuracy, timeliness, attachments if appropriate, and resolving significant rater/indorser discrepancies.

1. (U) REFERENCES. DA PAM 600-8, Military Personnel Management and Administrative Procedures, 25 FEB 86
2. (U) PURPOSE. To provide all assigned personnel information and guidance on the procedures and administration of personnel actions.
3. (U) RESPONSIBILITIES.
 - A. Unit Administrative Personnel (Orderly Room):
 - (1) Type personnel actions.
 - (2) Ensure actions are forwarded to appropriate action sections.
 - (3) Maintain a suspense file of all personnel actions and take appropriate follow-up actions as necessary to ensure completion.
 - B. Individual:
 - (1) Notify immediate supervisor of a contemplated action.
 - (2) Request action from appropriate unit section IAW established guidance, i.e., the Admin Support Form.
 - C. Operations Administrative Clerk:
 - (1) Type all classified unit correspondence.
 - (2) Ensure proper routing of classified correspondence to addressee.
4. (U) PROCEDURES. The individual informs immediate supervisor and submits handwritten request through Chain of Command to Administrative Personnel. Administrative personnel prepare typed requests and route to commander for approval/disapproval. Upon return, Admin NCO forwards to 470th MI Group after having logged the proper out-going log book.
5. (U) STATUS INQUIRIES. The unit Admin personnel will maintain a suspense file on all actions forwarded outside the unit. If the individual has not been provided information on the status of the action within 60 days after submission, the individual should contact immediate supervisor so that a formal inquiry can be made of the action status.

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TAB C (Awards), to APPENDIX 4 (Personnel Actions), to ANNEX A (Administration), to USAFSP SOP (U) 1 February 1986

1. (U) REFERENCES.

- A. AR 672-5-1
- B. INSCOM Supplement to AR 672-5-1

2. (U) PURPOSE. To establish a method for providing tangible recognition of personal acts of merit, excellence and achievement.

3. (U) RESPONSIBILITIES.

- A. Immediate Supervisor: initiates the recommendation for an award.
- B. Intermediate Supervisor: reviews the award recommendation.
- C. Final Disposition:
 - 1. Operations NCOIC forwards classified award recommendations via ARFCOS.
 - 2. 1SG forwards unclassified award recommendations to Group S-1.

4. (U) PROCEDURES.

- A. Notification of consideration for an award can be submitted by Group S-1 or Operations (but is normally the responsibility of the individual supervisor).
- B. The award recommendation must be accomplished in writing, and must be prepared in a clear and concise manner, with emphasis on the facts meriting the recommended award.
- C. A completed draft of the award recommendation will be submitted to Operations 30 days prior to Group suspense date. Group suspense dates are as follows:
 - 1. MSM or higher - 90 days prior to DEROs
 - 2. ARCOM/AAM - 60 days prior to DEROs
 - 3. DA Certificate of Achievement - 30 days prior to DEROs
- D. The Operations NCOIC must forward a copy of the DA Form 638 and the Document Control Sheet with the ARFCOS log number on it to the Orderly Room.
- E. Supervisors who are reassigned within the Field Station must submit awards inputs to their reliefs within 15 working days. Supervisors who are departing the unit are required to provide input to their reliefs prior to being cleared by the CDR/1SG.

TAB E (Finance) to Appendix 4 (Personnel Actions), to Annex A (Administration), to USAFSP SOP (U) 1 February 1986.

1. (U) REFERENCES.

Finance Update and DA Pam 600-8, Military Personnel Management and Administrative Procedures, 25 Feb 86.

2. (U) PURPOSE.

To ensure that all finance related documents are prepared and transmitted IAW references.

3. (U) RESPONSIBILITIES.

a. Unit UTL Clerk (Orderly Room):

- (1) Types all documents transmitted by UTL.
- (2) Ensures all documents are correct and signed, before forwarding to appropriate Finance and Accounting office.
- (3) Maintains a file for each Military Pay Administration document, on their prospected file.

b. Individual.

- (1) Notify immediate supervisor of a contemplated action.
- (2) Request action from appropriate unit section IAW established guidance, ie., the Administrative Support Form.

4. (U) PROCEDURES.

The following documents will be forwarded to the FAO by UTL not later than 1000 hours of the workday.

- (a) DA Form 1341 - (JUMPS - Army Allotment authorization)
- (b) DA Form 362 - (Statement of Charges for Government Property Lost, Damaged, or Destroyed)
- (c) Form W-4 - (Employers Withholding Allowance Certificate)
- (d) DA Form 31 - Original and Suspense copies. First forward suspense copy on UTL and when individual returns from leave, forward the original.
- (e) Two copies of any order/action which changes the pay entitlements of a soldier.
- (f) DA Form 4187 - will be used to authorize and terminate Separate Rations. It will also be used to change the duty status of any soldier, example; present for duty to Hospital.
- (g) DD Form 2058 - (State of Legal Residence Certificate)
- (h) DD Form 2058-1 - (State Income Tax Exemption Certificate)

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- (i) DA Form 3685 - (JUMPS - Army Pay Election) This form if it will be used for Direct Deposit, it has to be accompanied by a Standard Form 1199A signed by the bank representative.
- (j) Article 15, UCMJ - (Appropriate number of copies, with accompanying documentation, when appropriate.
- (k) DA Form 2142 - (Pay Inquiry) This document is normally hand-carried to the Finance and Accounting office by the soldier.

5. Unit Commander: Will ensure that all documents attached to the UTL are correct and annotated correctly.

NOTE: UTL can only be signed by an officer

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APPENDIX 5 (Inspections) to ANNEX A (administration) to USAFS SOP 1 Feb 1986.

1. (U) REFERENCE. AR 670-1

2. (U) PURPOSE. To establish policy for all inspections held by USAFSP.

3. (U) RESPONSIBILITY. All USAFSP personnel will comply with this SOP to ensure that personal and uniform appearance are in accordance with Army standards.

a. Barracks Personnel : Responsible for the cleanliness of their individual rooms, compliance with this SOP and directives passed by the barracks sergeant.

b. Barracks Sergeant : Responsible for room and detail/escort assignments.

c. Squad Leaders/PSG : Responsible for adherence to this SOP by subordinates and submission of BEQ trouble calls as required. Will conduct a minimum of one walk-thru inspection per month to insure compliance with this SOP. Will accompany the Cdr/1SG through all room inspections. -

d. Commander/First Sergeant: Will establish and enforce policies for US Army personnel residing in the barracks. Will co-ordinate with Naval personnel on barracks policies and quality-of-life issues. Will conduct announced or unannounced walk-thru inspections at their discretion.

4. (U) PROCEDURES. The following are the procedures for inspections.

a. In-ranks Inspections. In-ranks inspections will be held on dates and times and with uniforms as announced on the Monthly Training Schedule. One SM from each platoon will be selected as the most outstanding (if any) and will be exempt from the next inspection. In addition, the most outstanding in the unit will be awarded a 3-day pass.

b. Billets Inspections. The First Sergeant or PSG will conduct inspections (announced or unannounced) of selected USAFSP E-5 and below billet spaces. Squad leaders will accompany the 1SG or PSG on each inspection. Periodic announced open wall locker/room inspections will be conducted at the discretion of the Commander.

(1) Individuals 'n rooms having obvious discrepancies during inspections will be verbally counselled and reinspected the following day by their squad leader and platoon Sergeant. If discrepancies remain the same individuals will be counselled in writing and reinspected the following day by the 1SG. A third violation will be considered for UCMJ action.

(2) Non-individual discrepancies, i.e., PWD maintenance items, will be reported using the locally generated "Barracks discrepancy" form. Squad leaders are responsible for submitting the request thru the platoon sergeant to the 1SG. Suspense for submission is within 72 hours of inspection. The 1SG will sign the request and forward it to supply personnel for submission to the BEQ manager.

5. (U) STANDARDS. The following is a list of barracks standards.

a. Daily Standards.

(1) Each room door will display a 3X5 card bearing the names/ranks and platoon of the individuals residing therein.

(2) Beds will be made daily regardless of the duty status of the individual.

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(3) Footgear will be arranged under the bed, head-to-foot in the following order; Combat boots, military shoes, civilian shoes, shower shoes.

(4) Gear and personal belongings will be stored in lockers or dresser drawers.

(5) Pictures and posters are authorized. They will, however, not be lewd or obscene.

(6) Curtains and bedspreads will be authorized. They will, however, not depict lewd or obscene scenarios.

(7) Curtains will be hung using hangers and rods manufactured specifically for that purpose. Blankets, sheets, paper, etc., will not be used as curtains.

(8) Food will be permitted in the rooms. When stored, food will be stored in containers which prohibit pests from gaining access to it.

(9) Cooking in the rooms will be strictly prohibited. Cooking is authorized only in those areas of the barracks specifically designated for cooking.

(10) Lights will be turned off when not in use.

(11) All rooms will be kept in a high state of police and cleanliness at all times.

b. Inspection Standards.

(1) Beds made with clean sheets.

(2) Walls cleaned

(3) Windows cleaned (inside).

(4) Air conditioner filters cleaned.

(5) Bathrooms cleaned and free of mold (Qtrs Q).

(6) Refrigerators and freezers cleaned and defrosted.

(7) Trashcans/ashtrays emptied and cleaned.

(8) Furniture dusted and clean.

(9) Carpets and floors vacuumed and/or cleaned.

(10) Door/door frames cleaned.

(11) Uniforms neat and cleaned with proper insignia, patches, chevrons, etc.

6. (U) POLICIES. The following is a list of barracks policies.

a. Visitations: Paragraph 16a-e, USNSGAGIINST 11101I, CH 1. dated 18 October 1984 apply.

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b. Fire Safety: In an effort to provide a safe, fire-free environment in the barracks area, the following minimal guidance is provided. All barracks residents are personally charged with responsibility for...

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(1) Smoking in bed is striokly prohibited.

(2) All electrical devices will be U. L. approved. Heat providing devices will be unplugged when not in use.

(3) Electrical outlets and extension cords will NOT be overloaded.

(4) All personnel will be knowledgable of the location of fire extinguishers and/or alarm boxes and fire exits.

(5) In case of fire, personnel will sound the alarm to alert all residents. Residents will immediately vacate the building closing their room doors and windows before departing. BEQ personnel will call the fire department.

(6) Periodic announced or unannounced fire drills will be made at the discretion of the Commanders.

c. Drugs and Alcohol:

(1) Controlled substances are strictly prohibited in the barracks.

(2) Prescribed drugs will be secured at all times.

(3) Beer and wine may be stored in the barracks in moderate amounts.

(4) Beverages containing more than 20% alcohol are not permitted in Army spaces.

(5) Periodic unannounced drug searches of the barracks will be made at the discretion of the Commanders.

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APPENDIX 6 (Alert Procedures) to ANNEX A (Administration) to USAFSP SOP (U)
1 February 1986

1. (U) **PURPOSE.** To establish the procedures for the conduct of readiness alert notification within United States Army Field Station Panama. The conduct of periodic alerts is an essential element of mission training and is required to maintain a high state of operational readiness in the unit.

2. (U) **RESPONSIBILITIES.**

a. (U) The administrative section is responsible for maintaining the unit alert notification roster. The roster will be updated at least on a monthly basis.

b. (U) All supervisors are responsible for ensuring their subordinates are listed accurately on the roster and having an updated copy of the alert roster.

3. (U) **PROCEDURES.**

a. (U) **Telephonic Alert.** Personnel will be notified IAW the unit alert notification roster. The first person on each list is responsible for notifying the person listed immediately under their name. If someone is not home, continue to the next person. The goal is to notify 90% of the unit's strength. Personnel are not required to report to their duty section. The last individuals listed for each base will notify the First Sergeant and report who was not contacted. The unit alert notification roster is posted in the unit and operations areas, and copies are disseminated monthly when updated.

b. (U) **Musters.** Personnel report to the assembly area as indicated when notified by telephone. Report in uniform. Platoon Sergeants will make a count of their personnel and notify the First Sergeant or Commander as soon as their section has reached 90% strength. Section personnel will not be released until so directed by the Commander or First Sergeant.

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APPENDIX 7 (Motor Maintenance), to ANNEX A (Administration), to USAFSP SOP
1 February 1986

1. (U) REFERENCES.

A. TM 38-600

B. TM 38-750

C. INSCOM Mission/Covert Vehicle Operation and Maintenance Manual

2. (U) PURPOSE. The purpose of this SOP is to ensure the proper dispatching, operator maintenance and safe operation of government vehicles assigned to USAFSP.

3. (U) RESPONSIBILITIES.

A. The Commander, USAFS Panama, or his representative, is responsible for the administration of all matters pertaining to the maintenance, security and safe operation of all vehicles authorized and assigned to USAFS Panama.

B. Direct responsibility is charged to the individual who is officially authorized the vehicle for his/her use or care. Operators of vehicles will be responsible for performing the required preventive maintenance as outlined in the applicable owner/operator manual. All dispatch entries will be supervised for completeness and accuracy by the Transportation NCO/his assistant or trick dispatcher.

4. (U) PROCEDURES.

A. DISPATCH OF VEHICLES:

1. Weekdays, 0800 hours through 1600 hours: 1SG/Orderly Room
Watch NCO/OPS Office
TRANS NCO/Supply
1600 hours through 2300 hours: Watch NCO
2. Weekends: Fridays after 1600 hours: Watch NCO

B. Vehicles assigned to the unit will be dispatched to service member(s) of the unit for official use only (FOUO). At this time individual requesting vehicle must show his/her us government vehicles operator identification card (SF46).

C. The use of government vehicles is strictly governed by appropriate regulations and the abuse of their use is severely punished. Some highly visible abuses include:

1. Exceeding the speed limit
2. Unauthorized personal use (PX or residence)
3. Unauthorized civilian in vehicle
4. Driving while intoxicated
5. Failing to yield/stop

D. If vehicle is needed by a service member, he/she must inform the trick dispatcher/WNCO Two(2) working days(48 hours) prior to the date the vehicle is needed, and the dispatcher will enter a note reserving the vehicle. Exceptions to this policy will be made on a case-by-case basis.

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E. Upon completion of official business, the operator will properly secure the vehicle in front of BEQ at Davis or at the site and return the vehicle daily dispatch folder to the 1SG during duty hours, the BEQ desk during non-duty hours or to the operations office at the site.

F. Vehicle will be checked back in to dispatchers. The dispatcher will issue the vehicle to the next operator.

G. If an operator discovers a vehicle deficiency, the operator will inform the dispatcher immediately.

H. All operators have the responsibility and obligation to keep the assigned or dispatched vehicle clean and free of trash.

I. If a vehicle is deadlined, it is the dispatcher's responsibility to report this to the Motor Transportation NCO, who will see to getting the vehicle repaired through the TMP (Atlantic) or the Motor Sergeant at the 470th MI Group.

J. If the vehicle is not operational, dispatchers will inform the SM's with appointments to use the vehicle, so that they can make other arrangements for transportation.

K. The vehicle dispatcher will approve use of the vehicle only for appointments that do not interfere with operational needs for available transportation.

L. For same day use of vehicle, only the COMMANDER, 1SG, Operations NCO, Transportation NCO, or his assistant are authorized to change drivers.

M. All operators must have in their possession a valid military drivers license before operating any vehicle assigned to the unit.

N. Authorized drivers will not transfer the vehicle to any individual unless directly authorized by the Cdr, 1SG, Operations NCO, Transportation NCO, or his assistant.

O. At least one vehicle must be available at operations site daily.

P. The vehicle may only be parked or unattended at the operations site, BEQ Davis parking lot, or QTRS Q parking lot for more than one hour.

Q. Authorized drivers will perform all before, during and after operation checks and will be held accountable for any damage done during the authorized dispatch period. If the driver transfers the vehicle without going through proper procedures, he/she will be responsible for any and all damages caused to that vehicle.

5. (U) OPERATION. Vehicles will be dispatched only if in a safe and serviceable condition. A vehicle is safe and serviceable when operation will not cause damage to the vehicle or create a safety hazard for the operator or passengers.

A. Vehicles assigned to USAFS Panama, Galeta Island, will be administratively controlled, i.e., dispatched by the day Transportation NCO. vehicles will be dispatched to personnel assigned and identified by the respective sections to which the vehicles are assigned. Vehicles may be dispatched to personnel other than those assigned to the respective sections after coordination between the hand receipt holders concerned.

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B. Only qualified, properly licensed drivers will be permitted to operate government vehicles. An individual is properly licensed when she or he is in possession of a valid Standard Form 46 (Government Vehicle Operator's Identification Card), and when a valid DA Form 348 (Equipment Operator's Qualification Record) is available in the USAFS Panama, Galeta Island, Transportation office. THE Transportation NCO is responsible for arranging/coordinating the testing, licensing, and validation of licenses of individuals through the 193rd INF BDE (PN) driver's testing facility.

C. All vehicles will be parked and secured, when not on dispatch, either in front of Bldg. 234 BEQ, QTRS "Q" or at the site. If parked in front of Bldg. 234 BEQ, operators will make sure that the mileage is logged and the dispatch folder taken to the CQ at Davis. If at the site or QTRS "Q", operators will make sure the vehicle is secured, mileage logged, gassed-up, and the dispatch folder taken to the Watch NCO's office or to the Quaterdeck respectively.

6. (U) Vehicle Dispatch Folder. Vehicle dispatch folders will be maintained for all vehicles and will contain, as a minimum:

A. SF 91, Operator Report on Motor Vehicle Accident, with freedom of information statement, dated 1974.

B. DD Form 518, Accident Identification Cards, with freedom of information statement, dated 1974 (two cards per vehicle).

C. DD Form 1970, Motor vehicle Utilization Record (not used with unmarked vehicles).

D. DA Form 2404, Equipment Inspection and Maintenance worksheet.

E. VEHICLE REGISTRATION FORM.

7. (U) DISPATCHING. Vehicle operators will be familiar with the equipment logbook and how to properly complete. DA Form 2404, DA Form 2408-1 (as needed) and DD Form 1970 (daily) IAW TM 38-750.

A. During normal duty hours: Every dispatch of a government vehicle will be recorded on DA Form 2401, Organization Control Record for Equipment. This form is kept by the Transportation NCO.

B. During non-duty hours: After duty hours, dispatch requests will be coordinated directly with the CQ on duty at the BEQ at FT Davis, Bldg. 234.

(1) If the use of vehicles is completed during non-duty hours, the operator will then make appropriate entries on the dispatch sheet and the vehicle daily log. Dispatch folder and keys will be taken to the CQ on duty at the BEQ.

(2) In the event that a vehicle deficiency is observed during operation which requires immediate attention, DA form 2404, Vehicle Inspection and Maintenance worksheet, will be removed from the vehicle daily reference booklet (dispatch folder) properly completed and signed by the operator to reflect the deficiency or malfunction. The Transportation NCO will initiate corrective action on the following day.

(3) Of utmost importance is the security of US government property. Personnel will report any security violation or deviation noted during non-duty hours as soon as possible to the CQ on duty or to the Transportation NCO.

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8. (U) LOGBOOKS. The equipment TAMMS records provide complete information on the identity and use of each vehicle, its efficiency of operation, the maintenance which has been performed and maintenance due. The Transportation NCO is responsible for the historical records under the provision of TM 38-750. the Transportation NCO will insure that the operators daily records are properly and accurately annotated by all vehicle users. TAMMS records will be maintained IAW TM 38-750 and INSCOM Mission/Covert Vehicle Operation and Maintenance Manual dated 1 July 1981.

9. (U) SAFETY EQUIPMENT. The safety equipment listed below will be maintained with each assigned vehicle:

- A. Spare tire
- B. Jack and lug wrench
- C. Fire extinguisher
- D. First aid kit
- E. Highway warning kit

10. (U) FUEL CONSERVATION. With the ever increasing operating costs of petroleum products, more positive conservation efforts by supervisors and users of government vehicles are required. The following measures are directed in an effort to reduce gasoline consumption:

A. SPEED LIMITS:

- (1) Maximum allowable speed limit for official vehicles is 40 MPH.
- (2) Drivers will not exceed the posted speed limit, or 40 MPH, whichever is lower.

B. FUEL ECONOMY MEASURES:

- (1) Never race the engine.
- (2) Never idle the engine when parked.
- (3) Accelerate smoothly and gradually until desired speed is attained. Reverse this procedure when slowing down or stopping (no jack rabbit starts or panic stops except in emergency) .
- (4) Maintain proper air pressure in tires. Under-inflated tires cause friction, drag, and greater fuel consumption in addition to excessive and costly tire wear. Air pressure should be checked when tires are cold.
- (5) MINIMIZE AIR CONDITIONER USE.

11. (U) SAFETY.

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A. The purpose of the safety program is to reduce and keep to a minimum accidental manpower and monetary losses, thus providing a more efficient utilization of resources.

B. Vehicle operators will familiarize themselves with the information concerning safety hazards and emergencies contained in FM 21-305. Adherence to state and local traffic regulations is mandatory during operation.

C. Vehicle operators and passengers will use seat belts at all times when in a government vehicle and will insure that all passengers use them. The senior occupant is responsible for ensuring that all the occupants use them.

12. (U) ACCIDENT REPORTING AND RECORD.

A. Any accident involving military or civilian personnel which results in any one of the following conditions, or any combination thereof, will be reported ASAP by telephone to the Transportation NCO or to the operation center.

(1) Fatality

(2) Disabling injury

(3) Damage to accountable government property

(4) Damage to non government property which is the result of an accident involving any member of this command

(5) All vehicular accidents in which a government vehicle is involved

B. The moving of a vehicle from the scene of the accident will be governed by local laws and regulations. If it becomes absolutely necessary to move the vehicle, or vehicles, all pertinent data pertaining to the accident must be recorded first. The operator will insure that the exact positions of all vehicles and objects are closely examined and clearly marked prior to moving.

C. DD Form 518, Accident Identification Card, must be completed at the scene of the accident and given to the person directly concerned. If the accident involved a parked car or other object, the DD Form 518 will be completed and placed in the parked car or other property.

D. Standard Form 91, Operator's Accident Report Form, must be completed at the scene of the accident to record the facts more clearly. The completed form will be given to the headquarters support division office as soon as possible. If time and distance delay the written report, arrangements should be made to utilize the mail system.

13. (U) ORGANIZATIONAL MAINTENANCE.

A. The maintenance capability of this organization is limited to operator/user maintenance as prescribed in TM 38-600 and performed by the operators. All other maintenance is the responsibility of the Transportation Motor Pool (TMP), USARSO.

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B. The vehicle operator will perform the before, during and after required operation inspections contained in the vehicle checklist.

C. The Transportation NCO will insure that vehicles are periodically inspected for uncorrected deficiencies, improper use, proper equipment and required references.

**APPENDIX 8 (Weight Control Program) to ANNEX A (Administration) TO USAFSP SOP
1 February 1986**

1. Reference. AR 600-9, The Army Physical Fitness and Weight Control Program.
2. Purpose. To establish policies and procedures for implementation of the USAFSP Weight Control Program IAW reference.

3. Responsibilities.

- a. The Commander is responsible for formally placing soldiers on the Weight Control Program.

- b. The ISG is responsible for monitoring the USAFSP Weight Control Program and counseling soldiers about their responsibilities while enrolled in the Weight Control Program.

- c. The Training NCO is responsible for maintaining weigh-in data on all unit personnel and informing the ISG of the status of all unit personnel.

- d. Supervisors are responsible for ensuring that personnel under their supervision meet the weight and appearance standards specified in the above reference.

- e. Each soldier of USAFSP is personally responsible for meeting the standards prescribed in AR 600-9.

4. Procedures.

- a. Weigh-ins will be conducted on a monthly basis by platoon and semi-annually to coincide with the APRT.

- b. The Training NCO will conduct all weigh-ins. The uniform for a weigh-in is the PT uniform without running shoes. No pounds will be deducted for clothing IAW 600-9. If a soldier exceeds his screening table weight, he will have his body fat measurements taken and his body fat computed. IAW 600-9 males will measure by males and females will measure by females. If the soldier exceeds the body fat standards, the Training NCO will inform the Commander and ISG.

- c. When a soldier has been designated as overweight he will be:

1. Counseled by the ISG as to his responsibilities on the Weight Control Program.

2. At the discretion of the Commander, referred to Coco Solo Clinic to determine if there is a medical reason for the overweight problem.

3. Referred to Coco Solo Clinic for dietary/weight reduction counseling.

4. Informed in writing by the Commander that he is being placed on the Weight Control Program.

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5. Flagged under provisions AR 600-31.

6. Placed on remedial PT to be conducted at Fort Davis under the supervision of the Training NCO.

d. All soldiers enrolled in the Weight Control Program will be weighed in every Wednesday immediately after the unit run in the Training Office by the training NCO. If a soldier cannot be weighed-in at this time he must make arrangements with the Training NCO to be weighed-in. Failure to be weighed-in is a UQMJ violation.

e. All soldiers enrolled in the Weight Control Program must make satisfactory progress each month. Satisfactory progress is defined as a weight loss of 3 to 8 pounds per month.

f. If a soldier fails to make satisfactory progress after two consecutive months, he will be referred to Coco Solo Clinic for medical evaluation. If there is no medical reason for lack of weight loss, the soldier will be counseled by the Commander or the Executive Officer that his progress is unsatisfactory and he is subject to separation.

g. If a soldier fails to make satisfactory progress in a six month period of time, he will be referred to Coco Solo Clinic for medical evaluation. If there is no medical reason for the lack of weight loss, the soldier will be subject to separation.

h. A soldier will be removed from the Weight Control Program when he meets the percentage body fat standards.

i. If a soldier exceeds the screening table weight and body fat standards within 12 months after being removed from the Weight Control Program and there is no medical reason for the weight gain, he is subject to separation.

j. If a soldier exceeds the screening table weight and body fat standards anytime after the 12th month but within 36 months of being removed from the Weight Control Program and there is no medical reason for the weight gain, he will be allowed 90 days to meet standards. If he fails to meet the standards at the end of 90 days, he is subject to separation.

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TAB A (Physical Training) To APPENDIX 9 (Training) To ANNEX A Administration to USAFSP SOP (U) 30 June 1986.

1. REFERENCES:

- a. AR 350-15, Army Physical Fitness, 30 Dec 85
- b. AR 600-9, Army Weight Control Program, 1 Sep 86
- c. FM 21-20, Physical Readiness Training, Aug 85

2. PURPOSE: To insure that each member of the USAFSP attains and maintains physical readiness and meets Army Physical Fitness Test (APFT) standards as well as 470th MI Bde and U.S. Army South standards.

3. SCOPE: This SOP applies to all personnel assigned or attached to USAFSP. This SOP includes provisions for unit runs, platoon physical training, remedial PT and special consideration for both newly arrived personnel and personnel over 40 years of age.

4. RESPONSIBILITIES: Each organic subelement has responsibility for its unique program. The responsibilities include:

a. FIRST SERGEANT:

- (1) Administers unit PT program.
- (2) Monitors platoon PT programs.

b. TRAINING SECTION:

- (1) Maintains record of personnel profiles and provides ISG a weekly update.
- (2) Arranges medical screening of "over 40" personnel.
- (3) Monitors platoon and unit PT progress.
- (4) Maintains individual and unit PT records.
- (5) Coordinates and schedules all diagnostic and semi-annual PT tests.
- (6) Monitors PT attendance for platoon and unit PT.

c. PLATOON SERGEANT:

- (1) Submits accountability to ISG at unit formations.
- (2) Maintains accountability of platoon personnel on platoon PT.
- (3) Selects instructors for platoon and unit PT.
- (4) Supervises shift PT and remedial PT for as long as shift members are required to attend.
- (5) Administers platoon PT Programs for permanent and temporary profile soldiers, remedial PT soldiers, and platoon PT personnel.

d. Each Individual:

- (1) Develops a level of fitness that enables the soldier to pass the APFT.
- (2) Meets 470th MI Bde and 193rd Inf. Bde. physical training requirements.

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5. UNIFORM:

- a. Wednesday's Unit Run: Official USAFSP T-shirt issued by unit, Army gold shorts, white socks (colored stripes authorized), running shoes, and optional sweatband.
- b. Daytime Platoon PT: Brown T-shirt, Army gold shorts, white socks (colored stripes authorized), running shoes, and optional sweatband.
- c. Swing Platoon PT: White T shirt, Army gold shorts, white socks (colored stripes authorized), running shoes, optional sweatband, and reflective tape on toe and heel of each running shoe.

6. APPLICATION:

- a. New arrivals from outside Panama will be granted 30 days to acclimatize; however, they will perform PT IAW para 7 of this tab and strive to meet unit goals. Personnel arriving from other units within Panama and who have been in country over 60 days will be considered as acclimatized and will test for record at the next APFT.
- b. Over 40 PT:
 - (1) Until medically cleared, no soldier over 40 years of age will participate in the unit PT program unless he so chooses. Personnel arriving without medical clearance will contact the medical facility immediately to schedule an over 40 screening. Individual PT is encouraged within personal abilities and limitations.
 - (2) Once medical clearance is granted, soldiers who have been involved in regular physical training will be expected to meet unit standards. If they have not been involved in regular physical training, they will be given 3 months for conditioning before being tested.
- c. Profiles: Personnel with profiles who are non-exempt from Platoon PT will attend unit run formations in proper uniform and will be required to attend Platoon PT and participate as much as they can within the limits of their profiles. Personnel acquiring profiles will ensure that the 1SG receives a copy. The training NCD will maintain a copy of all profiles in the soldier's training file.
- d. Overweight/Overfat: Personnel identified as being overweight/overfat will attend remedial PT and unit run until weight is within Army Standards.
- e. Failed APFT: Personnel who have failed the semi-annual APFT will attend remedial PT and unit run until the soldier passes the APFT.

7. Standards:

- a. Platoon PT: Platoon PT will be conducted on the first, second and third day of each duty set.
 - (1) The platoon working days will meet at 1530 hours adjacent to Bldg 6716 or in another location per PSB's guidance. On Wednesdays, the platoon working days will meet at 1600 hours in the grassy area between Bldgs 234 and 235.

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(2) The platoon working swings will meet at 2330 hours in the triangular grassy area adjacent to the Coco Solo Mailroom.

b. Headquarters and straight day personnel working in Operations will meet at 1600 hours in the grassy area between to Bldgs 234 and 235, on Mondays, Wednesdays, and Fridays.

c. All personnel meeting the following standards will be exempt from unit or Platoon PT, except unit runs on Wednesday, and will participate in individual PT.

(1) Achieves at least 80 points in each event on the APFT or a diagnostic APFT administered by the ISG or Training NCO.

(2) Completes ALL unit runs with the unit formation.

(3) Meets height and weight standards IAW 600-9.

d. Wednesday unit run: The unit run will be held each Wednesday at 1600 hours. The formation will be in the grassy area between Bldgs 234 and 235. The unit run will consist of stretching and exercises (if determined appropriate by the CDR/ISG) and a unit run of at least 3 miles but no longer than 6.2 miles. The run will be at a 9 minute-per-mile pace. Any soldier who does not finish a unit run with the unit formation will be placed on remedial PT.

e. Individual PT: Individual PT will be a minimum of 30 minutes of exercises followed by at least a 2-mile run three times per week. Exercises may consist of a strenuous sport of individuals choice, (e.g. basketball, football, racketball) for a minimum of 30 minutes.

f. Profiles: Soldiers on Platoon PT with permanent or temporary profiles will perform PT with their duty section within the limits of their profile. Both types of profiles will have to achieve 240 points to be exempted from trick PT. The soldier will receive 80 points for the profiled test event

g. Remedial PT

(1) Remedial PT on Tuesdays and Thursdays for Headquarters and Straight Day personnel working in operations will take place at 1600 hours in the grassy area between Bldgs 234 and 235 under the supervision of the Training NCO. Those personnel on Remedial PT will participate in unit PT on Mondays, Wednesday, and Fridays.

(2) Remedial PT for all platoons will be conducted on all four days of each duty set. On the first and third days of each duty set they will participate in normal platoon PT. On the second and fourth days of each duty set they will participate in the specialized remedial PT program. Remedial PT will be conducted under supervision of the PSG.

(3) Uniform: Same.

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(4) Eligibility:

- (a) Failed last PT test (record or diagnostic).
- (b) Enrolled by the Commander in the Weight Control Program.
- (c) Failed to finish a unit run with the unit formation and informed by Commander, ISG or Executive Officer that soldier will participate in Remedial PT.

(5) Remedial PT Standards: A soldier will participate in the following portion of the Remedial PT program depending on individual needs. For example a soldier who fails the pushup event on the APFT and is overweight will participate in the pushup and overweight portions of the Remedial PT program.

a. Pushups

(1) In the Training Room each individual will perform the following 3 times

- 1 set - 12 repetitions on the universal bench press
- 1 set - 12 repetitions on the universal lat pull downs
- 1 set - 12 repetitions of flys using dumbbells.

(2) In the Ft Davis Gym using Nautilus equipment, each individual will perform the following 2 times

- 1 set - 12 repetitions of flys
- 1 set - 12 repetitions on the Chest Press Machine
- 1 set - 12 repetitions on the Pullover Machine
- 1 set - 12 repetitions on the Pulldown Machine

b. Situps

(1) In the Training Room each individual will perform 1 set - 10 repetitions of each of the following types of crunches: Bent knee crunches with feet and legs together, bent knee crunches with legs apart, bent knee crunches with feet on the floor, bent knee crunches with leg in a V, crunches with left knee to chest and right leg straight, and crunches with right knee to chest and left leg straight.

- 2 sets - 15 repetitions of leg lifts
- 2 sets - 25 repetitions of sit ups on the incline board

(2) In the Ft Davis Gym each individual will do

- 2 sets - 15 repetitions using the Nautilus Abdomen Machine
- 2 sets - 15 repetitions using the Nautilus Lower Back Machine

c. The Run

Either on a 1/4 mile track or a marked course each individual will

(1) During the 1st two weeks of the program

- a. Stretch and run atleast 1/2 mile at a slow pace to warm up
- b. Run 2 X 220 (1/8 mile)
- c. Run 6 X 440 (1/4 mile)

(2) During the 3rd and subsequent weeks of the program

- a. Stretch and run atleast 1/2 mile at a slow pace to warm up.
- b. Run 8 X 440 (1/4 mile)

(3) All speedwork runs should be done at the fastest pace possible. Goals will be established for each individual based on sex, age, and PT Test running tables.

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d. **Weight Control:** All individuals in the Weight Control Program will participate in PT Monday through Friday. In addition to that they will walk one hour per day, everyday, seven days a week. If no progress is made on the weight control program after 30 days, the time will be monitored by either the Training NCO or the individual's Platoon Sergeant.

e. Each portion of the Remedial PT Program will have a progress card which each individual will fill out in order to keep a record of his/her progress on the Remedial PT Program. The training NCO will keep the blank forms on file and will file completed cards in the individual's training file.

(b) **Duration:** Personnel will remain on remedial PT until they accomplished all of the following:

- (a) Pass an APFT.
- (b) Are removed from the Weight Control Program.
- (c) Complete two unit runs with the unit formation.

8. PT TESTING:

a. Semiannual APFT: The unit will accomplish the APFT for record semi-annually in March and September. Test will consist of the push-up, sit-up, and 2 mile run IAW standards as outlined in appendix E of FM 21-20.

b. Over 40 Testing: Medical screening is mandatory for all soldiers 40 years of age and over. There will be no testing of soldiers over 40 until 3 months from initial screening and start of the training program.

c. Diagnostic Testing: Diagnostic testing will be accomplished as deemed necessary by PSG's to insure soldier's physical readiness. Personnel to be tested may include, but are not limited to, those personnel who:

- (1) Failed the last PT test (record or diagnostic).
- (2) Are on remedial PT.
- (3) Failed to complete a unit run.
- (4) Are directed by Commander or ISG.
- (5) Desire to be exempted from track PT (administered by ISG or

Training NCO only).

d. New personnel: Newly assigned personnel who do not have a current PT card from their former unit will be tested approximately 60 days after arrival in this unit.

e. Profile Testing: The alternate aerobic APFT events are:

- (1) 800 Yard Swim test.
- (2) 6.2 mile stationary bicycle ergometer test with a resistance setting of 2 kilopounds (600 watts).
- (3) 6.2 mile conventional one-speed bicycle test.
- (4) 3 mile walk.
- (5) The soldier's profile will designate which event the soldier is capable of doing.

9. INCENTIVES:

a. Personnel attaining a maximum score of 300 on a record APFT will receive a 4 day pass, and will be recommended for a 470th Certificate of Achievement, and will be authorized to wear a USAFSP blue T-Shirt to signify their accomplishment.

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b. Personnel achieving a score of 80 or more on each event, on a record or Diagnostic Test, administered by the ISG or Training NCO, will be exempt from unit PT until the next test is administered. Individual PT will continue IAW paragraph 7 above. Soldiers will still be required to participate in unit runs on Wednesdays.

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TAB B (Common Tasks Tests) TO APPENDIX 9 (Training) to ANNEX A
(Administration to USAFSP SOP (U) 30 June 86.

1. REFERENCES:

- a. Soldiers Manual of Common Tasks, (SMCT), STP-21-1.
- b. Department of the Army Pamphlet, Oct 85 thru Sep 86.
- c. Graphic training aids 5-2-13, Nov 81.

2. PURPOSE: To insure that each individual of the USAFSP attains and maintains the ability to fight, survive, and win on the modern battlefield.

3. SCOPE: This SOP applies to all personnel assigned or attached to USAFSP to insure training meets Soldiers Manual standards and enables the personnel to develop proper soldier common task skills.

4. RESPONSIBILITIES:

a. WATCH NCO:

- (1.) Schedules the class dates and training areas.
- (2.) Trains entire watch monthly.
- (3.) Evaluates training and instructor.
- (4.) Monitors all primary CTT classes.
- (5.) Coordinates for use of training area.

b. TRAINING SECTION:

- (1.) Maintains records of personnel trained on SMCTT.
- (2.) Informs the ISG of training progress of soldiers.
- (3.) Coordinates and schedules training areas and provides support of material required for the training.
- (4.) Monitors watches' and individual's progress.
- (5.) Keeps track of CTT training attendance.

c. SUPERVISORS:

- (1.) Report all completed tasks to training NCO.
- (2.) Select CTT instructors from their watches.
- (3.) Supervise and assist their CTT trainers for as long as watch members are required to attend.
- (4.) Record all CTT attendances.

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• EACH INDIVIDUAL:

- (1.) Participate in training of peers and subordinates.
- (2.) Attends all classes during his cycle.
- (3.) Is proficient on all CTT tasks.

5. UNIFORM: Duty uniform.

6. APPLICATION:

- a. Blocks are taught monthly.
- b. Complete cycle is tested semiannually.

7. STANDARDS:

a. CTT classes will be conducted on a monthly basis:

- (1.) All CTT classes will be held at 1200 hrs when shift is working swings and at 1500 hrs when working days.
- (2.) Straight Days personnel have the option of attending on three different days, i.e., one of the three primary classes.
- (3.) No straight days personnel will attend shift CTT make up.
- (4.) Make-ups are scheduled on days off for shift workers.
- (5.) New arrivals and personnel not tested due to leaves/TDY or who failed a previous test will be tested during the next cycle.
- (6.) Shift personnel who failed previous test, or were on sick call or quarters, etc. will be attending the make-up.

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