

1st ARMOR TRAINING BATTALION



STUDENT SOP

**1st ARMOR TRAINING BATTALION
BLDG 3575 AVENUE "C"
CAMP SHELBY, MS. 39407-5500**

STUDENT SOP

25 June 2019

Standing Operating Procedures
For
1st Armor Training Battalion Students

SUMMARY. This SOP provides guidance concerning student duties and responsibilities for all students assigned to the 1st Armor Training Battalion.

SUGGESTED IMPROVEMENTS. The proponent for this SOP is the Chief Instructor for the 1st Armor Training Battalion. Users are invited to submit written comments and/or suggestions through the student chain of command.

CHANGES. Changes will be published as required.

APPLICABILITY. This SOP applies to all students assigned to the 1st Armor Training Battalion.

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THIS SOP SUPERSEDES ALL PREVIOUS EDITIONS

Standard Operating Procedures for 1st Armor Training Battalion Students

1. **PURPOSE.** Establish duties, responsibilities, prescribe procedures and guidance for students attending 19K / 19D courses at the 1st Armor Training Battalion, and to serve as a briefing guide for student orientation.

2. **EMERGENCY TELEPHONE NUMBERS.** The emergency telephone numbers for 1st Armor Training Battalion are:

- a. (601)558-2900 or 2408 during normal duty hours (0700 – 1700)
- b. The instructor will assign a number to the student for after hour emergencies.
- c. Family members should be informed that when calling the 1st Armor Training Battalion they will be required to leave a message with the following information: Students full name and rank, nature of the emergency, and a number they can be reached when you return their call. EXAMPLE: Have SGT Joe Snuffy call his wife at (000)234-5678; his son is sick.

3. **MAIL SERVICE.** Your mailing address while at the 1st Armor Training Battalion is as follows:

Joe A Snuffy (19K / 19D courses)
1st Armor Training Battalion
BLDG 3500 Avenue “C”
Camp Shelby, MS. 39407-5500

Mail is received Monday through Friday of each week. Incoming mail will be delivered to you by your staff member or student leader when it has been sorted. The outgoing U.S. Postal Service mail box is at the corner of Warehouse Avenue and West Lee Avenue.

4. **DUTIES AND RESPONSIBILITIES.** It is the responsibility of all students, while attending courses, to adhere to all ARMY REGULATIONS, and 1st Armor Training Battalion policies and this SOP.

- a. Platoon Sergeant (ALC) and Class Leader (MOS-T)
The Platoon Sergeant (PSG) / Class Leader (CL) position is a critical leadership position. The student designated this responsibility is the first link in the Chain of Command (COC) and is supported accordingly. The CL is generally determined by date of rank and will remain in that position throughout the course. In and ALC courses the PSG Position is rotated daily. It should be understood that the PSG / CL has Command Authority over the class members and any lawful order or directive given by the PSG / CL will be obeyed. The PSG / CL duties are as follows:

1. Ensure that he knows the location and activity of all members of the class at all times.

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2. Report the class status to the Instructor, i.e. sick call, absences, etc.
3. Ensures that the entire class is present at the prescribed location in accordance with (IAW) the training schedule.
4. Ensures that the student billets and areas are maintained in a high state of police at all times throughout the course.
5. Makes appropriate on the spot corrections to class members who fail to maintain proper military appearance.
6. Checks on mail and makes distribution on a daily basis (Monday-Friday)
7. Ensures that all wheel vehicle drivers have a valid military drivers license, and that daily PMCS is performed on whatever military vehicle the class may be issued.
8. Ensure that military transportation is not used for unauthorized activities.
9. Perform any and all duties directed by the Chain of Command.
10. Ensure students get a copy of the duty roster.
11. Account for all weapons and any sensitive items at the beginning of every duty day, prior to leaving motor pool and again at the Arms Room.
12. Coordinate relief for duty personnel to go to the dining facility (as needed).
13. PSG will act as Student Discussion Leader during class after day 5.

b. Platoon / class members: Maintain a high level of personal appearance at all times. Promptly obey all orders and instructions from PSG/CL. Maintain their personal areas in the barracks and classroom at a high state of police at all times. Keep the PSG/CL informed of his location at all times. Report to class prepared to train. Always be professional and on time. All students will be required to consult their advance sheets for the classes to be conducted on any given day and be required to bring all text material, clothing, and communication equipment to the scheduled class. All students will be required to consult their training schedule to ensure timely arrival to all scheduled classes/events.

5. **APPEARANCE STANDARDS:** Students will comply with uniform and appearance standards outlined in AR 670-1, or special uniform requirements prescribed by the course manager.

6. **STUDENT ELIMINATION :** There are various reasons and situations that may constitute the release of a student. The areas noted below are the most common reasons for a student to be released from this school.

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- a. Administrative Release. Emergencies (sickness, injury or death involving members of a student's immediate family and verified by the American Red Cross or student's units. Personal problems other than emergencies. Medical (due to existing illness or an illness sustained while in the course resulting in 4 hours or more of missed training.)
- b. Academic Release: Failure to achieve the course standards outlined in the POI/CMP, and student guide will result in an academic release.
- c. Motivational Release: A student may be released for having a lack of motivation, i.e. not doing his share of platoon duties, failure to maintain a proper military appearance IAW school standards, or failure to follow instruction.
- d. Disciplinary Release: Possession of any alcoholic beverages, drugs, or weapons in the school area, to include all parking lots, will constitute immediate dismissal. Any form of insubordination to any member of the staff or student leaders will be grounds for elimination. Students reporting to school with weapons MUST have them secured in the RTI arms room until completion of the course.
- e. Violation of the Honor Code: honor and integrity must be the basic attributes of every member of the Armed services. The U.S. Army, the Nation, and the soldiers we lead are entitled to nothing less. All students are bound by the Honor Code. The basic concept of the Honor Code is that an NCO does not lie, cheat, or steal, nor does he tolerate those who do. In its most practical application, it means an NCO's word is his bond. Violations of the Honor Code will result in dismissal from the course.

7. **CHAIN OF COMMAND / NCO SUPPORT CHANNEL:** If you have any questions or problems, address them to the COC. Start with your student PSG/CL and work your way up the COC. Your COC is as follows:

- a. Student PSG / CL
- b. Instructor
- c. Course Manager
- d. Chief Instructor
- e. 1st Armor Training Battalion Commander
- f. RTI Commander

8. **SERVICE AND SUPPORT:** All logistical support requests will be made through the student COC to the course manager in writing, allowing sufficient time for action.

9. **DINNING FACILITY (DF) AND UTILIZATION:** The DF is located in BLDG 3514. All three meals are available to all students. The DF meal times will be annotated

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on the training schedule. All students will be issued a meal card unless otherwise noted on their orders. Proper attire must be worn inside the facility at all times.

10. **SICK CALL PROCEDURES:** All students must inform their PSG/CL that they need to go on Sick Call. The PSG/CL will inform the instructor/course manager of the student's status. Cadre/staff/course manager will ensure that the student receives timely medical attention. After duty hours, student should inform the Charge of Quarters (CQ), and they will assist you in getting medical attention IAW the CQ SOP.

11. **STUDENT PARKING:** Students traveling in Privately Owned Vehicles (POV) will be parked in the parking area located around the student living area. Military Vehicles will be reported to the course manager and arrangements made to secure and park the vehicle in a designated area.

12. **PASS POLICY:** Passes are granted to students at the discretion of the Course Manager / Small Group Leader (SGL) and is contingent of the student's satisfactory performance throughout the course. Students awarded pass are restricted to a 30 mile radius of Camp Shelby.

13. **PAY AND ALLOWANCES:** All students will be paid by their home unit. This includes both ADT and IDT pay and allowances, and travel pay. Students will be required to submit a travel voucher (DD Form 1351-2) at their home station.

14. **TRAINING SITE/CLASSROOM GUIDELINES:** All students will be required to consult their advance sheets for the classes to be conducted on any given day and be required to bring all text material, clothing, and communication equipment to the scheduled class. All students will be required to consult their training schedule to ensure timely arrival to all scheduled classes/events. Remedial training will be conducted as indicated on the training schedule.

- a. Break Procedures. Students will be afforded a 10 minute break each hour during all periods of instruction.

Classroom clean-up. The classrooms and all equipment will be maintained in a clean and orderly manner at all times. The PSG/CL will ensure the following is accomplished daily: Keep areas policed in and around the classroom. Sweep classrooms, dust shelves and equipment. Clean all tables,

- b. White boards, coffee area, and wash windows. Straighten book shelves. Take out trash and put new liner in can. Empty all butt cans.
- c. Motor pool clean up. Motor Pool Tank/Bradley bays will be kept at a high state of police at all times. No food, drink, or tobacco products will be permitted on the tanks or brads. Prior to departing from the motor pool each day, the PSG/CL will coordinate with the course manager to ensure all facilities are secure prior to departing for the day.

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- d. Students will not disturb the visitor folders or table.

15. **BARRACKS GUIDELINES:** Radios/TVs are allowed to be used in the barracks as long as the volume remains low and there is no bickering about the noise. No tobacco use is allowed in the room. Gambling and contraband items are not allowed in the barracks. Keep hands and feet off the walls. No personal pictures or posters will be displayed. Alcoholic beverages are not permitted in the barracks facility. Barracks will be locked and lights will be out when not occupied. Firelights will be on when building is occupied during hours of darkness. No plug in fans will be left on while the barracks are unoccupied.

- a. Security: Lockers/duffle bags will be secured at all times. 1st Armor Training Battalion will not be responsible for items lost or stolen from unsecured footlockers and duffle bags. Secure all sensitive items at all times, especially money, credit cards, etc.
- b. Cleanliness: Barracks will be swept and mopped, trash emptied, and shelves dusted daily. Barracks doors and the sidewalk area in front of barracks will be kept presentable. Butt cans will be emptied prior to first class each morning.
- c. Off-Duty attire: Be properly dressed, i.e., shirt, shorts, trousers, etc., when in the barracks areas and when moving to and from common areas.
- d. Individual areas: Will be addressed by the course manager.
- e. Inspection: Barracks inspection will be conducted by the COC randomly.
- f. Heat/Air Unit: During winter months, when students are in class or upon turn in, heaters will be placed on the Low heat setting at medium temperature or 68 degrees. During summer months, when students are in class or upon turn in, Air Conditioners will be placed on Low cool setting at medium temperature or 72 degrees for the digital gauges. High cool or any temp setting below 70 degree for long periods of time will freeze up the system.
- g. Dehumidifiers are to remain on at all times. Students will ensure green power light and green pump light is on and relative humidity is set at 35%. Instructions can be found in the visitor binder located in the room.

16. **PHYSICAL FITNESS TRAINING (PT) / UNIFORM (IPFU) :** Physical Fitness is a Training and Doctrine Command (TRADOC) requirement for NCOES courses. Physical training will be conducted a minimum of 3 times a week. The Improved Physical Fitness Uniform is the only authorized PT uniform.

17. **COURSE ACADEMIC STANDARDS / TESTING PROCEDURES:** MOS-T and ALC, are evaluated using performance oriented testing.

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- a. 19K / 19D MOS-T test standards. Students must successfully score at least a 70 % or “GO” on all tested material or complete the End of Course Comprehensive test to pass the course. Students are administered an initial test and 2 possible retests. More specific academic standards are outlined in the student evaluation plan (SEP).
- b. ALC academic standards are outlined in the (SEP).
- c. All students who have failed to achieve course standards after re-training and re-testing will be briefed on the appeals process by the Chief Instructor or his designated representative before being eliminated from the course.
- d. Test anxiety: The cadre here at the 1st Armor Training Battalion understands your feelings of anxiety about testing. We all have been to numerous difficult military schools and have experienced test anxiety. Students should look at testing as an opportunity to display your knowledge of your MOS and not get yourself “bent out of shape” with expectations of doom.
- e. Reduce test anxiety. Performance oriented training (hands on) action step. Use your practical exercise time wisely, do as many repetitions of the task as possible in the time allotted. Also, in most cases, it is helpful to watch another crewman/classmate perform the task while you await your turn. Get as much rest as possible. Refrain from the use of alcohol. Participate in Physical Fitness Training.

18. **LOAD CARRYING EQUIPMENT/PROTECTIVE GEAR:** The following equipment will be worn on the LCE: 1 ammo pouch on the forward portion of the Load Bearing Equipment. 1 canteen with cover and cup will be worn on the right hip. If a second canteen is worn, it will be placed on the left hip. Individual First Aid Kit (IFAK) will be worn on the left waist. The flashlight will be worn on the right near the shoulder. Bayonets and other knives are not authorized. The Kevlar or CVC helmet will be worn during all field training exercises. Hearing protection will be worn during all live fire events. The Combat Vehicle Crewman (CVC) uniform will be worn on the days that you are driving and during live fire exercises. Pay close attention to the uniform column of the training schedule. The CVC uniform will consist of coverall, jacket (seasonal), gloves, hood, leather boots and CVC helmet. Guidelines for the wear and appearance are in AR 670-1.

19. **STUDY SUGGESTIONS:** Your study habits play a critical role in determining your success in the courses of study here at the 1st Armor Training Battalion. If your habits are good, you will have little trouble grasping the material. Use your training schedule to identify what will be taught the next day and read up on the material prior to class starting. If you have any questions about the subject, write them down and present them to the class during instruction. Use your student guide for reference material.

20. **CHARGE OF QUARTERS (CO):** Duties and responsibilities:

- a. Duty personnel will receive a briefing prior to assuming duties.
- b. Do not allow any civilians in the building
- c. If any military personnel come to the door, ask them to show their military I.D. and call a cadre member before opening the door.
- d. Duty personnel are not required to stay awake all night and will sleep at normal times.
- e. Duty personnel will dress and have the building and latrine clean when the PSG/CL arrives with the platoon in the morning.
- f. While IDT courses are being conducted, an IDT school soldier will perform CQ runner duties during the inprocessing weekend.

21. **RELIGIOUS SERVICE:** Students may use the classroom for a student led religious service after duty hours. Students may also go to surrounding community churches during non duty hours.

22. **SAFETY:** Safety is always stressed and enforced. Students must help ensure all training is safely conducted. Reference the safety considerations for the following equipment / weapons systems:

- a. M1A1 Tank, M3 Cavalry Fighting Vehicle, and HMMWVs.

Whether you are an experienced NCO or an MOS-T student, you must be aware that tanks and CFVs can be very unforgiving.

1. Crewman who try to take shortcuts or do not follow procedures. The following are the top six preventable accidents involving these vehicles:
 - Turret movement injuries.
 - Ammunition door injuries
 - Vehicle fires
 - Injuries due to the main gun not firing
 - Slips, trips and falls
 - Hand injuries loading the weapon systems
2. You will learn how to prevent all the above by applying the following steps

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- Know what the technical manual safety warnings are and adhere to them
 - Listen closely to all safety briefings
 - When in doubt, ask the instructor
 - Ensure you are in the proper uniform
 - Review the risk management plan
 - Use common sense
- b. Wheeled Vehicle. Seat belts and troop straps will be utilized at all times when students are riding or driving a vehicle. Only soldiers issued a valid military drivers license will operate wheeled vehicles.
- c. Ground guides will be utilized when moving both wheeled and track vehicles in restricted, built up areas, track parks, and tactical areas where troops are on the ground. Use two ground guides (one in front and one in back) when backing any vehicle.
- d. Risk Assessments will be developed and issued as necessary.
23. **REMEDIAL TRAINING / SELF STUDY TIME:** Remedial training time is incorporated into the training schedule. This time is intended to correct any shortcomings that either the student or Instructor identify during the training day. Assigned Instructor will be present during remedial training. Also, classroom, or other facilities are available for study time for those students that want to study or do refreshers training, or do not require remedial training.
24. **EOUAL OPPORTUNITY (EO) AND SEXUAL HARRASSMENT:** Students will receive an EO and Sexual Harassment briefing/counseling by the Course Manager and /or the Chief Instructor. Students are also informed about the procedures for reporting violations. Additional information is posted on the unit bulletin board in the company areas.
25. **END OF COURSE CRITIOUES (ECC).** All graduating students will be afforded an opportunity to fill out an ECC form prior to course completion. Students will have ample time to complete the ECC and return it to the PSG/CL. When you complete this form, be honest and sincere. If you have positive or negative comments, make them, then justify them with a short factual statement. Students are encouraged to maintain a daily log of observations, both positive and negative, to be used for completion of the ECC. Students are not required or encouraged to sign the ECCs.

Cory L. Brown
MSG, MSARNG
Chief Instructor

WARRIOR ETHOS

- I am an American Soldier.
- I am a Warrior and a member of a team. I serve the people of the United States and live the Army Values.
 - **I will always place the mission first.**
 - **I will never accept defeat.**
 - **I will never quit.**
 - **I will never leave a fallen comrade.**
- I am disciplined, physically and mentally tough, trained and proficient in my warrior tasks and drills. I always maintain my arms, my equipment and myself.
 - I am an expert and I am a professional.
- I stand ready to deploy, engage, and destroy the enemies of the United States of America in close combat.
- I am a guardian of freedom and the American way of life.
 - I am an American Soldier.