

UNITED STATES ARMY

SCHOOL OF MUSIC



AIT STUDENT HANDBOOK

NOT TO BE REMOVED FROM BARRACKS ROOM

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HISTORY OF THE U.S. ARMY SCHOOL OF MUSIC

In June 1950, the Secretary of Defense directed the Secretary of the Navy to collaborate with the Secretary of the Army in the implementation of a program whereby the U.S. Naval School of Music would meet training requirements of the Department of the Army for Army Musicians. The Army began consolidated training with the Navy in 1951 and the Army contingent was designated the U.S. Army Element School of Music. In 1964, the Naval School of Music was moved from Washington, D.C. to Little Creek Naval Amphibious Base, VA and renamed the U.S. Armed Forces School of Music. The U.S. Army Element School of Music was re-designated the U.S. Army School of Music in 2005 and announced its intent to deconsolidate Army initial military training from the Navy basic music course. The deconsolidated AIT course would be shortened from six months to 10 weeks and train Soldier musicians on the tasks necessary to conduct concurrent, modular musical operations in small teams known as Music Performance Teams (MPTs). In October 2010, the Army implemented its first 10-week AIT course. The U.S. Army School of Music has been accredited by TRADOC in 2012, 2015, 2018, and 2022 receiving ratings as an "Institute of Excellence."

U.S. ARMY SCHOOL OF MUSIC MISSION STATEMENT

The USASOM trains and educates Army Musicians and leaders; designs, develops, and implements training; and integrates unit capabilities, concepts, and doctrine to build Army bands that are versatile and adaptable in peacetime, conflict, and war.

SCHOOL COMPANY MISSION STATEMENT

The mission of the School Company is to continue the transformation process by producing motivated, disciplined and physically fit Soldiers who exemplify all Army values and are technically and tactically qualified to assume the duties and responsibilities of an Army Musician around the world.

SOLDIER'S CREED

I am an American Soldier.

I am a Warrior and a member of a team. I serve the people of the United States
and live the Army Values.

I will always place the mission first.

I will never accept defeat.

I will never quit.

I will never leave a fallen comrade.

I am disciplined, physically and mentally tough, trained and proficient in my warrior tasks and
drills. I will 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.

COURSE OVERVIEW

1. **Purpose:** The Army Basic Music Course is designed for a Soldier attending Advanced Individual Training. All students are required to attend the entire 10 weeks in residence. The course qualifies individual Soldiers to the requirements of skill level one. The course exists to train specific job related tasks. The training provides for increased musical technical ability for each additional skill identifier and increased knowledge of new entertainment concepts in a music performance team (MPT), ceremonial band, and full band setting.
2. **Student Responsibilities:** It is the individual student's responsibility to perform the learning objectives of this course. This is accomplished by completing practical exercises, participating in training activities, and completing additional assignments (additional individual and ensemble practice). Students will be provided training materials as required. To graduate, a student must complete each assessment to the established standard. Failure to pass any assessment may result in disenrollment from the course.
3. **Academic Grading and Assessment Plan:** Student evaluations are performance based. Initial failures will receive remedial training and one reassessment. Academic performances are assessed through the use of rubrics, which are numerically scored and use GO/NO GO standard and can be viewed in the LRC. Certain scores are required to pass. More detailed information is available in the ISAP.
 - a. **Army Musician Proficiency Assessment (AMPA).** Students will be assessed on their specific instrument, voice, or technical skill at the beginning of the cycle and the end of the cycle. There is a reassessment procedure for both AMPAs. Details can be found in the ISAP.
 - b. **Music Performance Team (MPT) Assessment.** Students will be assessed while performing in a popular music, New Orleans jazz, Latin jazz, and brass or woodwind small ensemble performance setting. Students must receive a "GO" on the assessment. Students will present a performance that is entertaining and relevant as prescribed by MPT instructor guidance and lesson material. Details can be found in the ISAP.
 - c. **Ceremonial Band Assessment.** Students will be assessed on their ability to perform marching band drill while participating in a ceremony that simulates a Change of Command IAW TC 1-19.10 and TC 3-21.5. Students must receive a "GO" on the assessment. The assessment is rubric based. The student must perform all marching movements and respond properly to mace and Bandmaster commands while performing on their assigned instrument. Details can be found in the ISAP.
 - d. **Concert Band Assessment.** Students will be assessed while performing in a Concert Band ensemble performance setting. Details can be found in the ISAP.
4. **General Standards.** Conduct relative to lying, cheating, plagiarism, immoral or unethical standards, substance abuse, disrespect, insubordination, compromise of Army Musician Proficiency Assessment (AMPA) Packets, etc., are in violation of the Uniform Code of Military Justice (UCMJ). Students found in violation of the UCMJ, conduct standards, or course requirements for this training environment will be subject to disenrollment and/or punishment in accordance with AR 27-10, AR 350-1, or TR 350-10, as appropriate. The Company Commander, USASOM will be responsible for imposing non-judicial punishment under Article 15 of the UCMJ.

5. **Army Profession.** Initial military training is a process within the institutional domain that aligns the development of competencies (knowledge, skills, abilities, attributes) and behaviors in civilian volunteers and enables their transformation into Army military professionals. During this period, aspiring Soldiers and leaders are grounded in the values, norms, and expectations of the Army profession; are prepared physically and mentally to meet the rigors of the warrior tasks and battle drills and trained and educated in the skills of their military occupational specialty.
6. **IET Outcome.** The desired end-state is to transform civilian volunteers into Soldiers who have a shared professional identity with others, who honorably and selflessly serve in the Profession of Arms; who is agile, adaptive, and resilient; who is physically ready to execute required Warfighter and occupational specialty skills; and who is able to serve as a trusted member of a team in their First Unit of Assignment.
7. **Phased Training.** AIT is composed of Phase V (Black) and Phase VI (Gold) of IET training. Cadre inform IET Soldiers of the goals and standards for each phase of training. Movement from each phase forward is viewed as a "gate" for each Soldier.
 - a. **Phase V (Black)** begins on the day of arrival to AIT. Reduced supervision by Drill Sergeants, reinforcement training on common skills, values and traditions taught in BCT, and introduction to MOS tasks characterizes this phase. Increased emphasis on personal responsibility and accountability characterize this and subsequent phases. Soldiers that receive more than two negative counselings may be denied the privilege to enter Phase V for a minimum of 1 week.
 - b. **Phase VI (Gold)** generally begins the fourth week of AIT (at the discretion of the Drill Sergeants). It consists of reinforcement training on common skills, Soldier training, and evaluation of MOS skills. It simulates the environment in an operational unit with emphasis on student leadership. Soldiers who accumulate two negative counselings will be returned to Phase V privileges for a minimum of 1 week.

Privilege	Phase V (Black)	Phase VI (Gold)
On-Post Pass (conclude NLT 2100 hours local time)	** X	** X
Off-Post Pass (conclude NLT 2100 hours local time)	NO OFF-POST PASSES AUTHORIZED	
Overnight Pass	NO OVERNIGHT PASSES AUTHORIZED	
Wear Civilian Clothing		* X
Cell Phone/Electronic Devices	* X	* X
Ride in a POV	NO RIDING IN POV	
Alcohol Use (of legal age)	NO ALCOHOL USAGE AUTHORIZED	
Tobacco Use (of legal age)	* X	* X
* Privileges are earned and reduced based on Soldier performance and discipline. ** During passes all Soldiers will utilize the battle buddy system except on family day and graduation day (if applicable), where they may be accompanied by a family member (parent, grandparent, spouse, or legal guardian). *** All passes end at 2100. No overnight pass are authorized in IET.		

- c. Regardless of phase Soldiers are not allowed in post hotels/motels. IET Soldiers are also not allowed in the MOS-T section of Scott Hall B Wing unless given permission by a Drill Sergeant.

CHAIN OF COMMAND

The chain of command assists leaders in accomplishing the unit's assigned mission while caring for personnel and property in their charge. Soldiers will use the chain of command when communicating issues and problems to their leaders and commanders. The NCO support channel parallels and complements the chain of command. The NCO support channel assists the chain of command by conducting day-to-day operations, training enlisted Soldiers in their MOS-related skills, accounting for individual arms and equipment, and caring for individual Soldiers and their families. The immediate supervisors and first point of contact for all AIT student issues are the Drill Sergeants. Although the cadre and everyone in the chain of command are concerned about Soldier issues, for the sake of military efficiency, allow the Drill Sergeants to resolve problems first at the appropriate level and in a timely manner. Do not circumvent the chain of command by going directly to outside agencies without first notifying the Drill Sergeants.

STUDENT LEADERSHIP

The Drill Sergeants will select student leadership assignments on the basis of duty performance and demonstrated leadership potential. Student leadership will aid the Drill Sergeants in the day-to-day operations of the company and assist them in identifying Soldier issues or concerns during gold phase. Student leadership is limited in authority to general military authority, and they do not have command authority over other Soldiers. General military authority is the authority extended to all Soldiers to take action (i.e. stop fights, make on-the-spot-corrections). The Drill Sergeants will provide guidance on the duties and responsibilities of student leadership.

AUTHORIZED BATTLE BUDDY TEAMS

AIT students will travel from place to place in battle buddy teams. This rule applies only to AIT Soldiers in an IET status and not MOS-T Soldiers. MOS-T Soldiers may walk to and from without a battle buddy if desired. MOS-T are not allowed to drive a vehicle during the duty day. IET Soldiers will not battle buddy a MOS-T Soldier as this would be considered fraternization. Authorized battle buddy teams for IET Soldiers ONLY include: two males, two females, one male and two females, one female and two males. There may be more than two Soldiers per same gender battle buddy team, but every Soldier will be a part of a proper battle buddy team. Proper distance between battle buddies is up to but no more than 6 feet apart. Exceptions to the battle buddy rule may be made by the Drill Sergeants on a case-by-case basis.

MILITARY DISCIPLINE AND CONDUCT

Courtesy among members of the Armed Forces is vital to maintain military discipline. Respect to seniors will be extended at all times. Military discipline is founded upon self-discipline, respect for properly constituted authority, and the embracing of the professional Army ethic. All Army personnel in uniform are required to salute when they meet and recognize persons entitled to the salute. Salutes will be exchanged between officers and enlisted personnel, and with personnel of the Armed Forces of the United States. The junior person shall salute first accompanying the rendering of the hand salute with an appropriate greeting such as, "Good Morning, Sir" or "Good Morning, Ma'am." Personnel will not salute indoors except when reporting to a superior officer or performing duties as phone watch for the School of Music. All Soldiers will present a neat, military appearance and conduct themselves in a manner that is consistent with good order and military discipline.

- Salute and greet all officers while outdoors
- Greet all officers, Drill Sergeants, NCOs, and civilians with the greeting of the day
- Assume the position of attention when speaking to an officer
- Assume the position of parade rest when speaking to an NCO or Drill Sergeant
- Call "Attention" when an officer enters and departs the room
- Call "At Ease" when a Drill Sergeant enters and departs the room. If seated, you will stand.
- Call "At Ease" when an NCO enters and departs the room
- Soldiers will call "At Ease" for the barracks floor and not each individual room
- Do not issue alerts if someone of superior rank is in the room

COUNSELINGS AND UCMJ ACTION

The verbal and written portion of a counseling occurs as a part of assessing, teaching, coaching, and mentoring Soldiers. The Uniform Code of Military Justice (UCMJ) governs the military justice system, and military commanders have discretion in how they respond to disciplinary issues. Counselings can vary from a verbal conversation with the Soldier to address the behavior/action to receiving a DA Form 4856 to document a particular event. If a Soldier receives two negative counselings for the same issue, the Soldier will immediately have a meeting with 1SG to determine the course of action.

TOBACCO USE AND POSSESSION

On December 20, 2019, the President signed legislation raising the federal minimum age of sale of tobacco products from 18 to 21 years of age. IET and MOS-T Soldiers who are 21 years of age or older are allowed to smoke in separate designated areas described in the phase four and phase five integration counselings. IET Soldiers and MOS-T Soldiers are only allowed to possess and/or smoke cigarettes, cigars, or use smokeless tobacco if they are 21 years of age or older. Any Soldier under the age of 21 is not authorized to possess or smoke tobacco or use smokeless tobacco. Soldiers under the age of 21 will be subject to UCMJ if they are found to be in possession or using of any of these products. Being in possession includes but is not limited to having these items on your person, hiding them at the School of Music or in hidden spaces anywhere on base, having a battle buddy who is of age store them for you, and/or storing them












in your barracks rooms or vehicles. Being in possession of or using tobacco, vapes, or smokeless tobacco under the age of 21 is against the law and will not be tolerated. Soldiers of age cannot purchase or give these products to Soldiers under the age of 21. Any use or possession of tobacco, smokeless tobacco, or nicotine products, by any person under the age of 21, not covered in this paragraph is still against the law. More information on this federal law can be found on the Food and Drug Administration's website at <https://www.fda.gov>.

Vaping is prohibited for all IET Soldiers in the IMT environment.

MILITARY RANK OF THE U.S. ARMED FORCES

Commissioned Officer Rank Structure

Army - Marines

										
Second Lieutenant (2LT)	First Lieutenant (1LT)	Captain (CPT)	Major (MAJ)	Lieutenant Colonel (LTC)	Colonel (COL)	Brigadier General (BG)	Major General (MG)	Lieutenant General (LTG)	General (GEN)	General of the Army (GA)

Navy

										
Ensign (ENS)	Lieutenant Junior Grade (LTJG)	Lieutenant (LT)	Lieutenant Commander (LCDR)	Commander (CDR)	Captain (CAPT)	Rear Admiral Lower Half (RADM)(L)	Rear Admiral Upper Half (RADM)(U)	Vice Admiral (VADM)	Admiral (ADM)	Fleet Admiral (FADM)

Warrant Officer Rank Structure

W-1	W-2	W-3	W-4	W-5
ARMY				
				
Warrant Officer (WO1)	Chief Warrant Officer (CW2)	Chief Warrant Officer (CW3)	Chief Warrant Officer (CW4)	Chief Warrant Officer (CW5)
NAVY - COAST GUARD				
Warrant Officer 1 W-1 * The grade of Warrant Officer W-1 is no longer in use.				NO Chief Warrant Officer (CW05)
	Chief Warrant Officer (CW02)	Chief Warrant Officer (CW03)	Chief Warrant Officer (CW04)	
MARINES				
				
Warrant Officer (WO)	Chief Warrant Officer (CW02)	Chief Warrant Officer (CW03)	Chief Warrant Officer (CW04)	Chief Warrant Officer (CW05)

Enlisted Rank Structure

Army

no insignia											
PRIVATE PV1	PRIVATE E-2 PV2	PRIVATE FIRST CLASS PFC	SPECIALIST SPC CORPORAL CPL	SERGEANT SGT	STAFF SERGEANT SSG	SERGEANT FIRST CLASS SFC	MASTER SERGEANT MSG	FIRST SERGEANT ISG	SERGEANT MAJOR SGM	COMMAND SERGEANT MAJOR CSM	SERGEANT MAJOR OF THE ARMY SMA

Marine

no insignia											
PRIVATE PVT	PRIVATE FIRST CLASS PFC	LANCE CORPORAL LCPL	CORPORAL CPL	SERGEANT SGT	STAFF SERGEANT SSGT	GUNNERY SERGEANT GYSGT	MASTER SERGEANT MSGT	FIRST SERGEANT 1STSGT	MASTER GUNNERY SERGEANT MGYSGT	SERGEANT MAJOR SGTMAJ	SERGEANT MAJOR OF THE MARINE CORPS SHMC

Navy

no insignia											
SEAMAN RECRUIT SR	SEAMAN APPRENTICE SA	SEAMAN SN	PETTY OFFICER THIRD CLASS PO3	PETTY OFFICER SECOND CLASS PO2	PETTY OFFICER FIRST CLASS PO1	CHIEF PETTY OFFICER CPO	SENIOR CHIEF PETTY OFFICER SCPO	MASTER CHIEF PETTY OFFICER MCPO	COMMAND MASTER CHIEF PETTY OFFICER FORMC	FLEET / FORCE MASTER CHIEF PETTY OFFICER FLTHC	MASTER CHIEF PETTY OFFICER OF THE NAVY MCPON

MAIL CALL PROCEDURES

Incoming mail will be distributed by the Drill Sergeants. Packages will be delivered to the USASOM supply office and will be picked up by the Soldier. Outgoing mail may be dropped off either in the outgoing mailbox located on the second floor of the School of Music or at the installation Post Office. Your address during the course is:

SPC First Last
U.S. Army School of Music
1420 Gator Blvd, JEBLCFS
Suite B215
Virginia Beach, VA 23459-2617

** Drill Sergeants will remind Soldiers close to graduation when the appropriate time is to stop having mail sent to USASOM.

JEB Post Office Address and Hours

1224 D St (Bldg. 3663)
Virginia Beach, VA 23459

Monday thru Friday 1030 - 1500

IMPORTANT PHONE NUMBERS

Daytime Drill Sergeant Phone..... (757) 462-8687/4790/4794
Drill Sergeant Duty Cell..... (948) 206-0111
OOD Duty Cell..... (757) 759-7068
JEBLCFS Base Police/EMS..... (757) 462-4444
USASOM SHARP/VA..... (757) 448-8677

GATOR INN/TORGERSON GALLEY - DINING FACILITY HOURS

Current Hours	Monday - Friday	Sat, Sun and Holidays
Breakfast	0600 - 0830	0800 - 1000
Lunch	1000 - 1230	1100 - 1300
Dinner	1530 - 1730	1530 - 1730

MEDICAL PROCEDURES

For any medical issues, Soldiers will notify a Drill Sergeant. If unable to get an appointment at a reasonable time, a Drill Sergeant will take Soldiers to the Boone Clinic Charge Nurse with a Battle Buddy at 0700 for medical issues. Typically, the Charge nurse will schedule a next day appointment for Soldiers to be seen (see below for information on appointments). If a Soldier receives a chit from the doctor, it must immediately be given to the Drill Sergeants who will send it to Ft. Story Clinic to be processed. If needed, an Army profile will be documented on a DA Form 3349. The Drill Sergeants will assess the physical profile and determine physical readiness training requirements. DA Form 3349 will be carried by the Soldier to whom it is assigned at all times.

24/7 Nurse Advice Line..... (800) 874-2273
Boone Charge Nurse, Monday-Friday 0700-1300..... (757) 953-8311

After duty hours, Soldiers can contact the Drill Sergeants or OOD/DNCO for emergency medical treatment. After hours medical treatment is available at either Naval Medical Center Portsmouth or Sentara Bayside Emergency Room.

APPOINTMENTS

Soldiers may be released from training for important appointments that cannot be accomplished outside of the training day. Soldiers will schedule appointments to minimize interference with training (ideally on the weekends or I.P. time during the duty day). Soldiers will immediately inform the Drill Sergeants and course managers when they have a known appointment time. Soldiers will notify their instructors in advance of the scheduled appointment to reschedule any missed training. Soldiers will take a Battle Buddy to their appointment. The Soldier and Battle Buddy will sign out of the school, walk to Boone clinic, walk back to the school when the appointment is complete, and sign back into the school with the course managers. Soldiers that miss an excessive amount of training time may be considered for disenrollment or new start in the following class.

SIGN IN/OUT PROCEDURES

During the duty day, Soldiers will sign in and out of the school with the course managers in the LRC for all appointments and activities that take them away from training. Soldiers will go directly to their appointment or report to the Drill Sergeants for transportation to their appointment. After duty hours and on weekends, Soldiers will sign out of the logbook located in the entrance to School Company, Scott Hall B-Wing, before departing the company area and will sign in upon their return. Soldiers who fail to do so will receive corrective action.

EVENING CURFEW

Evening curfew is 2100 hours every day. Soldiers must be on their respective floors at that time and in the proper uniform. The only authorized uniform for curfew is the Army physical fitness uniform (APFU). This rule applies regardless of phase level. Lights out for days preceding training days is 2130 hours; lights out for days preceding non-training days is 2300 hours. All Soldiers will be in their own room with the lights out. This means all lights are turned off as well as all electronics. At lights out, you are to be in your bunks and going to sleep. All IET Soldiers are subject to unannounced curfew checks by the Drill Sergeants. Soldiers caught violating curfew are subject to corrective action and punishment under Article 92, UCMJ.

RECALL PROCEDURES

AIT Students will be subject to recall formations throughout the course. Recall formations are done to ensure that Soldiers are within the authorized boundaries as well as adhering to all policies, rules, and regulations. Recall formations may be done anytime during the day. Notification of a recall formation will most likely be sent through a message on remind. However, Drill Sergeants may also give notice through alternate means. Once notification is sent, Soldiers will have one hour to report to the recall formation in the appropriate uniform put out by the Drill Sergeant Team. This is an official formation and males will be required to be clean-shaven. Being late to these recall formations subjects the Soldiers to punishment under UCMJ.

SEXUAL HARASSMENT/ASSAULT RESPONSE AND PREVENTION

SEXUAL HARASSMENT is a form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature between the same or opposite genders. For military personnel, the working environment pertains 24/7, on or off post, and on or off duty.

All Soldiers and civilians have a responsibility to help resolve acts of sexual harassment. Examples of how to accomplish this follows:

- a. **Direct approach.** Confront the harasser and tell them that the behavior is not appreciated, not welcomed and that it must stop.
- b. **Indirect approach.** Send a letter to the harasser stating the facts, personal feelings about the inappropriate behavior and expected resolution.
- c. **Third party.** Request assistance from another person. Ask someone else to talk to the harasser, to accompany the victim, or to intervene on behalf of the victim.
- d. **Chain of command.** Report the behavior to immediate supervisor or others in chain of command and ask for assistance in resolving the situation.
- e. **Filing a formal complaint.**

SEXUAL ASSAULT is a crime punishable under Article 120, UCMJ. Sexual assault is intentional sexual contact characterized by use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. Sexual assault includes rape, forcible sodomy (oral or anal sex), and other unwanted sexual contact that is aggravated, abusive, or wrongful (including unwanted and inappropriate sexual contact) or attempts to commit these acts.

If you have been sexually assaulted or think you have been, go to a safe location away from the perpetrator. If you want to talk with someone or want assistance, you have individuals who are ready to help. Make sure you understand the difference between a restricted and unrestricted report so that those you reach out to will understand your needs and can best assist you.

Restricted Reporting - Sexual assault victims who want to confidentially disclose a sexual assault without triggering an official investigation can contact a SARC/SHARP Specialist, VA/SHARP Specialist, or a healthcare provider. By filing a restricted report with a SARC/SHARP Specialist, VA/SHARP Specialist, or a healthcare provider, a victim can disclose the sexual assault without triggering an official investigation AND receive medical treatment, advocacy services, legal assistance, and counseling. A restricted report may be changed at a later date to become an unrestricted report.

Unrestricted Reporting - This option is for victims of sexual assault who desire medical treatment, counseling, legal assistance, SARC/SHARP Specialist and VA/SHARP Specialist assistance, and an official investigation of the crime. When selecting unrestricted reporting, you may report the incident to the SARC/SHARP Specialist or VA/SHARP Specialist, request healthcare providers to notify law enforcement, contact law enforcement yourself, or use current reporting channels, e.g., chain of command.

USASOM SHARP/VA	(757) 448-8677
Hampton Roads 24-Hour Duty Chaplain	(757) 438-3822
DoD Safe Helpline	(877) 995-5247
JEBLCFS Base Police/EMS	(757) 462-4444
Drill Sergeant Duty Cell	(948) 206-0111

FRATERNIZATION

The Army's fraternization policy prohibits personal relationships between officer and enlisted personnel regardless of their service. This policy applies to different-gender relationships and same-gender relationships. There are additional prohibitions for Soldiers in an IET status. **Any relationship not required by the training mission is prohibited between IET Soldiers, MOS-T Soldiers, and permanent party personnel FROM ANY DUTY STATION.** This all-inclusive prohibition means that IET Soldiers may NOT date or "hang out with" MOS-Ts, Cadre, Soldiers, Sailors, Airmen or Marines from this and any other duty station. Intimate relationships between IET Soldiers with other IET Soldiers are considered illegal associations. There is no prohibition against IET Soldiers of the same or opposite sex talking to one another or developing friendships. There is also no intent to limit professional communications and camaraderie between staff and students or to inhibit any staff member from assisting a student. Fraternization policies also apply to social networking sites. These sites are not appropriate for interaction with USASOM staff or permanent party personnel from any duty station.

SCOTT HALL POLICIES

The Army's separate and secure policy is established to ensure all Soldiers are afforded the opportunity to undergo initial entry training in a gender safe environment. This provision implements section 10 USC 4319. Each gender will have independent sleeping areas/rooms, separate entrances to living areas, and separate latrines. ***Guests are not allowed in Scott Hall and any unauthorized visitors must be reported to the Drill Sergeants immediately.*** Digital video monitoring systems provide additional security and are placed in public access areas. A telephone hot-line is located in each dayroom with information for contacting the USASOM Victim Advocate, Hampton Roads 24-hour duty Chaplain, and DoD Safe Helpline. A copy of the Unaccompanied Housing regulation can be obtained from the Shields Hall front desk. Soldiers who reside in Scott Hall are subject to additional restrictions in accordance with Army regulation and command directive.

- Soldiers are not allowed in the barracks during the duty day unless authorized by a Drill Sergeant.
- IET Soldiers 21 and over are authorized to use tobacco products after duty hours and on weekends. NO vaping is permitted for any Soldier in training.
- The only authorized smoking area for IET Soldiers is the far side of STUCO parking lot.
- Smokeless tobacco (dip, chew, vaping) is not permitted inside the barracks facility.
- Alcohol is not authorized; Soldiers will not purchase, possess, or consume alcohol.
- Single Serve coffee makers (not large pot) are authorized in barracks rooms. This means only one cup's amount.
- Hot plates or open flame heating elements are not authorized, to include candles/incense/air fryers.
- Bleach is not authorized in the barracks except in sanitizing bottles with appropriate water to bleach ratio. If such a bottle is running low, bring it to the Drill Sergeants for a refill.
- Prohibited items include firearms, weapons, and knives longer than 3 inches.
- Soldiers will not use dietary supplements currently banned by the DoD.
- Store all valuables in your wall locker and keep it secured when you are not in your room.
- Do not dead bolt the door open unless directed to do so by the Drill Sergeants.

SUBMITTING MAINTENANCE REQUESTS

Soldiers may submit trouble call sheets for room discrepancies or maintenance concerns. Trouble call sheets are located on each deck in the barracks, the Drill Sergeant hallway, and below on this page. Unaccompanied housing maintenance will respond depending on severity of the issue. You may need to submit multiple maintenance requests if issues are not resolved in a timely manner.

U.S. ARMY SCHOOL OF MUSIC MAINTENANCE REQUEST



**USASOM
STUDENTS
ONLY**



ROOM INSPECTIONS

Drill Sergeants will walk through the barracks daily. Room cleanliness standards are posted on the back of every barracks room door. You are expected to uphold these standards at all times, and to have your room prepared for inspection before you leave for the duty day. **Soldiers are not allowed to do laundry during the duty day or after lights out. Soldiers who do not meet these standards will receive individual counseling or corrective action.**

Wall locker: Secure hasp with lock (automatic room inspection failure if found unsecure)
Lights turned off. Ceiling fan turned on.
Windows: Open blinds and bring them to half-mast on the window.
Floors: Vacuum the room floor; sweep and mop the bathroom floor. If applicable, bathroom mats will be clean and free of debris. Trash bins emptied with new liner. Empty Dehumidifier and ensure filter is functioning. Wall locker mirrors will be free of grime, residue, smears, and streaks.
Microwave: Clean the inside of the microwave to include the inner ceiling, sides, plate, under plate and ring.
Freezer: Ensure freezer is free of hair, debris, or bugs; defrost if there is an accumulation of ice; no mold in the seal.
Refrigerator: Inside of fridge clean and free of debris to include bottom and shelves.
Sinks: Clean off any residue from toothpaste, soap, shaving stuff, and ensure there is no hair (this includes the counter surrounding the sink); sink mirror needs to be clean and free of streaks, spots, and lint.
Organize all gear on and under the sink.
Toilet: no hair; clean the shelf behind the toilet seat hinges; clean the outside of the tank-including the base near the floor, clean the lid-both top and bottom; clean the toilet seat top and bottom; clean the rim under the seat; clean the inside of the toilet bowl
Shower/Tub: no soap scum on walls or tub; no hair or debris in tub or sides of tub; no brown/pink build up on tub/tile/drain; chrome fixtures are wiped down and polished; shower curtain functions and is not moldy. Ensure inner walls of tub shine.
Towels: hang them up neatly on the towel rack in the bathroom; don't hang on the back of the door
Bunks: STUCO requires a very tightly made bunk. There will be no wrinkles in either the blanket or the pillowcase; pillows are to lay flat. There should be a 12-inch gap in-between the top of the head of the bed and the sheet fold over; the sheet folder itself should be 6 inches long. 45-degree hospital corners only. Laundry bag will be hung from top rung of each individual bunk and flush with wall-side of headboard.
Footgear (boots and PT shoes) should be neatly displayed under the nightstand in the correct order. See the handbook for a description and diagram. Laces tucked inside boots. Tip of footgear is flush with edge of nightstand. No gap between shoes. Boots to the left.
Dust every surface including windowsills, ledges, drawers under the bed, pincushion board, blinds, etc.
Valuables secured: No personal items left unsecured except for alarm clock or phone charger
STUCO handbook placed neatly and visibly on one nightstand.
PT uniform should be hung on hangar from the nail over the wall-locker mirror. PT shorts folded over hanger, shirt on the hanger. See photo.
All 4 name cards are properly displayed in the room. All four sides of card must be taped down: Front door – centered under the peep hole Nightstand – left side of drawer with equal spacing on 3 sides Bed – left side of bedframe right of bolts Wall locker – upper left-hand corner (See figures 1 through 5 below for display)



Figure 1 – Bunk Bed display

Figure 2- Laundry Bag Hung on bunk frame, left side





Figure 3 – Shoe Display



Figure 4 – PTs hung on nail on wall locker and Name card display

Figure 5- Front Door Display





Figure 6- Name card display on Bunk bed frame

Figure 7 – Name card display on nightstand



COMMAND INSPECTION

Once a cycle, the Commander, 1SG and XO will conduct a command inspection that is led by the Drill Sergeant team. This normally occurs during Gold Phase. Soldiers will be dressed in ASUs or AGSU's and will have their uniforms inspected by the command team and the Drill Sergeants. Their uniforms will be inspected on the uniform standards outlined in AR 670-1 and DA PAM 670-1. Soldiers will prepare their uniforms to meet all uniform standards and guidelines to display attention to detail. The command team and Drill Sergeants will ensure that all Soldiers display military bearing. During the inspection, Soldiers will be asked questions about general military knowledge. Soldiers can utilize the Drill Sergeant's office hours the week or two leading up to the CI to have deficiencies pointed out as a courtesy, with no repercussions. Soldiers who do not pass command inspection standard will have subsequent inspections at a later date.

The purpose of the command inspection is to provide AIT Soldiers the opportunity to prepare their uniforms, quarters and equipment for inspection. The Soldiers will adhere to all appropriate customs/courtesies and present themselves in a military manner as they answer questions pertaining to general military knowledge. The command inspection instills in Soldiers an attention to detail and the importance of maintaining their military equipment. The Soldiers that perform best on the inspection will be recognized by the command team.

- Soldiers will be inspected in AGSUs unless otherwise stated
- Soldiers will salute and conduct reporting procedures to the Command Team.
- Soldiers will maintain professional military bearing at all times during the Command Inspection.
- Once a Soldier is dismissed, the Soldier will salute and conduct proper facing movements.
- Soldiers will be assessed on the number of questions answered correctly, their military bearing, and presentation and wear of their AGSU.

Possible Topics for Questions on Command Inspection:

- | | |
|--------------------------|---------------|
| - Soldier's Creed | - Army Values |
| - General Orders | - PRT |
| - Army Values | |
| - Customs and Courtesies | |
| - NCO Support Channel | |
| - General Orders | |
| - Chain of Command | |

DAILY FORMATIONS

During Black Phase, Drill Sergeants will take accountability in the morning before PRT, following breakfast, and at 1625 formation, and will march Soldiers to PRT training, school, and evening chow. During this phase of training, the Drill Sergeants will give the time to be at formation.

During Gold Phase student leadership will take accountability. Student Leadership may require Soldiers to form for accountability no earlier than 10 minutes prior to the formation. Soldiers will be responsible for transporting themselves to training and student leadership will give accountability to the Drill Sergeants. Prior to morning formations, the student 1SG/leadership will lead the formation in the Soldier's Creed, the Army Song, and conduct accountability.

REMIND APP ETIQUETTE

The Remind application is used to quickly disseminate information or questions from the Drill Sergeants to the Soldiers or vice versa. Soldiers will use professional etiquette when contacting the Drill Sergeants in this forum. Keep in mind this is not your personal social media account and the Drill Sergeants are not your friends. You will use professional communication when messaging the Drill Sergeants. An example of professional communication includes addressing the Drill Sergeants by their title and only using appropriate language. Remind should only be used to contact the Drill Sergeants for important questions or reports that cannot wait until formation the next day. If a question can wait until the next formation time, then wait and talk to a Drill Sergeant directly. Remind is a convenient tool but be respectful and do not use it incorrectly. Violating these rules may result in a counseling by a Drill Sergeant. If a mass announcement is put out to the entire company, Soldiers do not need to send a reply. If a Drill Sergeant sends a Soldier a message to an individual or small group of Soldiers, you will reply to the message to let the Drill Sergeants know you received the information.

FIELD NIGHT & DAILY DETAILS

Every Tuesday evening, Soldiers will conduct additional details at the School of Music (SOM) and School Company, supervised by a Drill Sergeant and will finish when completed to standard. Areas which will be cleaned include floors and stairwells, dusting all horizontal surfaces, mopping and vacuuming, taking out trash and recycling, and sanitizing all high traffic hand surfaces.

Every day after the last block of instruction (1610), all Soldiers are to contribute to daily details at the SOM. This will include sanitizing all high traffic hand surfaces, sweeping as necessary, vacuuming the Quarter deck and LRC as necessary, and taking out trash and recycling from the 1st and 2nd deck classrooms and the LRC. Additional materials for the sanitization stations are available from supply. These tasks are to be done prior to 1625 formation or afterward but are not to interfere with formation itself.

PERSONAL APPEARANCE AND WEAR OF ARMY UNIFORMS

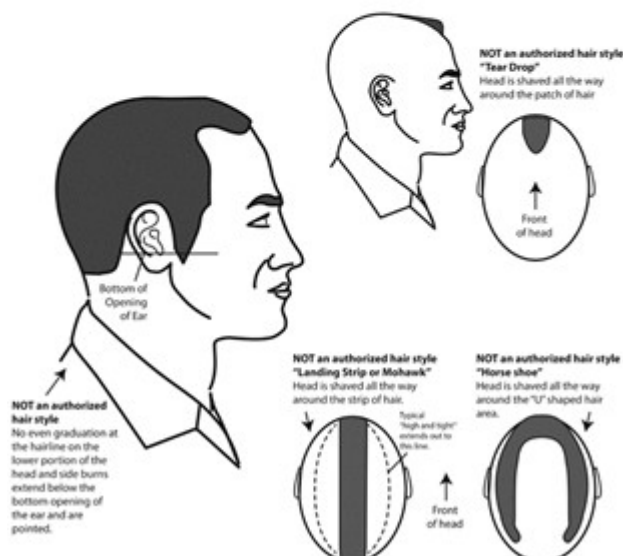
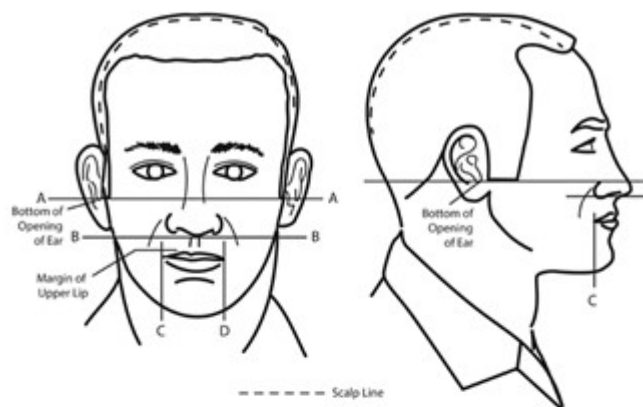
Soldiers will present a professional image at all times and will continue to set the example in military presence, both on and off duty. A vital ingredient of the Army's strength and military effectiveness is the pride and self-discipline that American Soldiers bring to their Service through a conservative military image.

Uniform Standards

- All personnel will maintain a high standard of professional dress and appearance. Uniforms will fit properly and must be kept clean, serviceable, and roll-pressed, as necessary. Soldiers will not wear any combination of civilian or military clothing.
- While in uniform, personnel will not place their hands in their pockets, except to momentarily to place or retrieve objects. Soldiers will keep uniforms buttoned, zipped, and snapped. Personnel will keep boots and shoes cleaned and/or shined.
- Soldiers will not walk while engaged in activities that would interfere with the hand salute and greeting of the day or detract from a professional image, e.g., walking while eating, smoking, or using electronic devices (to include headphones or wireless/non-wireless devices/ear pieces).
- IET Soldiers are only allowed to use their Army issued camelbak as their water source. No civilian or commercial water bottles/camelbaks are authorized throughout the course.
- Soldiers are **only authorized to wear headphones while performing individual physical training in indoor gyms or fitness centers**. Headphones will be conservative and discreet. Soldiers may also wear a solid black armband to store and carry electronic devices in the gym or fitness center only.
- Soldiers may wear a wristwatch, a wrist religious or identification bracelet, and a total of two rings (a wedding set is considered one ring). Soldiers are only authorized to wear one item (wristwatch or bracelet) on each wrist. Soldiers may also wear one activity tracker, pedometer, or heart rate monitor in addition to the one item on either wrist. Any jewelry or monitors worn must be conservative in nature.
- Soldiers will wear ID tags around the neck at all times, except for when safety considerations apply.
- Attaching, affixing, or displaying objects, articles, jewelry, or ornamentation to, though, or under the skin, tongue, or any other body part is prohibited. The only exception is the authorized wearing of earrings.
- Conservative civilian prescription eyeglasses and sunglasses are authorized in uniform. They may not be trendy or have lenses or frames with conspicuous initials, designs, or other adornments. Soldiers may not wear eyewear with extreme or trendy colors, and lenses will not be so large or small that they detract from the appearance of the uniform. Sunglasses will not be worn indoors or while in formation. This includes transition lenses.
- Soldiers will carry their headgear, when it is not worn, in their hand or store it in their cargo pocket or the small of their back while in ACUs, with the bill tucked into the belt, provided it does not present a bulky appearance. Soldiers will not attach headgear to the uniform or hang it from their belt.
- The only authorized bag to use during the cycle is the medium ruck. At formations all rucks will be dressed neatly behind the formation.
- Soldiers may wear the APFU while in the barracks and when conducting PRT with the company or on their own. Soldiers will not wear the APFU to the NEX, Commissary, shoppette, to retrieve food from gate 5 being delivered, etc. The APFU is the only authorized uniform during curfew hours.
- Soldiers may not get any tattoos while in training. There is no restriction to the amount or size for tattoos on the arms and legs. Soldiers may not get tattoos on the head, face, neck, or hands. Extremist, racist, sexist, and indecent tattoos are strictly prohibited.

Grooming Standards – Males

- The hair on top of the head must be neatly groomed. The length and bulk of the hair may not be excessive and must present a neat and conservative appearance. The hair must present a tapered appearance. A tapered appearance is one where the outline of the Soldier's hair conforms to the shape of the head, curving inward to the natural termination point at the base of the neck. When the hair is combed, it will not fall over the ears or eyebrows, or touch the collar, except for the closely cut hair at the back of the neck. Sideburns will not extend below the bottom of the opening of the ear, and will not be tapered, flair, or come to a point.
- Males are authorized to wear highlights (a uniform blend of colors) with natural colors as long as it represents a professional and natural appearance.
- Males will keep their face clean-shaven when in uniform and while in civilian clothes throughout all of training. Soldiers will shave prior to the first formation of the day which is normally PRT formation. Soldiers will remain clean-shaven throughout the duty day. This may require some Soldiers to touch up throughout the day. Daily touch-ups are allowed at the SOM latrines. If you need a shaving profile, you will report to Boone Clinic during sick call hours. If you do not have a current shaving profile, you will be expected to shave prior to PRT formation every day.
- Males will keep nails trimmed so as to not extend beyond the fingertip; females will keep nails trimmed so as to not exceed ¼ inch beyond the fingertip. Male Soldiers are authorized to wear clear nail polish.



Grooming Standards – Females

- Females are authorized to wear a ponytail in all uniforms (APFU, ACU, ASU).
- Additionally, hair will be neatly and inconspicuously fastened or secured in either a bun, singular ponytail, two braids or singular braid. Multiple locs, braids, twists or cornrows may come together in one or two braids or a single ponytail.
- Braids and singular ponytails may be worn down the center of the back in all uniforms, but length will not extend past the bottom of the shoulder blades when standing at the position of attention. There is no minimum length for the wear of a ponytail or braid(s).
- Females are authorized to wear highlights (a uniform blend of colors) with natural colors as long as it represents a professional and natural appearance.
- Prohibited/unnatural hair colors such as but not limited to; purple, blue, green, pink, bright red, and fluorescent/neon colors. This also applies to hair extensions, wigs, and hairpieces.
- There is no longer a minimum hair length for females Soldiers.
- The hair may have a tapered appearance and if the hair does not part naturally, the Soldier may cut a part into the hair (no wider than 3mm in width), or style the hair with one part. The part will be one straight line, not slanted or curved, and will fall in the area where the Soldier would normally part the hair. Soldiers will not shape or cut designs into their hair or scalp.
- The only exceptions on the length of the ponytail or braid(s) are while conducting tactical or physical training in the ACU or APFU. The length of the secured hair should not hinder Soldier's performance and/or increase risk to safety. No portion of the bulk of the hair, as measured from the scalp, will exceed 2 inches (except a bun, which is worn on the back of the head (centered) and may extend a maximum of 3 1/2 inches from the scalp and be no wider than the width of the head).
- In all uniforms, the unsecured hair will be worn centered in the back of the head (placement of ponytail will not be on the side or on top of the head), be wider than the width of the head, and will not interfere with proper wear of authorized army headgear.
- The braid(s) or ponytail cannot be worn over the shoulder or pulled in front of the body. It must go down the center of the Soldier's back. Additionally, while female Soldiers are wearing equipment such as, but not limited to, combat vehicle crewman (CVC) or advanced combat helmets (ACH), they will be authorized to wear their hair in a ponytail and/or a long braid(s) secured in their utility uniform top. Commanders will analyze the risk of a free hanging ponytail or braid and use commander's discretion to determine if long hair will be secured/tucked inside the uniform top.
- Females Soldiers are authorized to wear "multiple" hairstyles at once as long as they are neat in appearance and doesn't impact the proper wear of headgear and equipment (examples include but not limited to - braided twists with a side twist to secure hair placed in a ponytail or two single cornrows encompassing all the hair going into a ponytail or a bun in the back of the head).
- Female Soldiers are authorized to wear solid color of lipsticks that are not extreme and are authorized to wear natural colored tinted lip gloss.
- Female Soldiers are authorized to wear solid color shades of nail polish that are not extreme. Extreme colors include, but are not limited to, purple, bright pink, red, gold, blue, black, hot pink, green, yellow, white, grey, ombre, and fluorescent/neon colors, to include French manicure. Colors that are authorized to wear include but are not limited to nude/natural shades, American manicure and light pink. Nail shapes that are extreme

and not authorized are ballerina, stiletto, arrow, and coffin. Square and rounded nails are authorized. Female Soldiers will not exceed a nail length of 1/4 inch as measured from the tip of the finger.

- Female Soldiers are authorized the optional wear of earrings in the army combat uniform (ACU) in addition to the ASU. Stud earrings may be screw-on, clip on, or post-type earring in gold, silver, or clear diamond. Diamonds can be single or clustered. Pearls are not authorized to wear in the ACU but are authorized in formal attire (service or dress uniform). The earring will not exceed 6mm or 1/4-inch in diameter, and they must be unadorned (plain), spherical (round), or square (ex. Princess cut). When worn, the earrings will fit snugly against the ear. Hoop, two-sided, or drop earrings are not authorized. Female Soldiers may wear earrings only as a matched pair, with only one earring per standard ear lobe. Earrings are not authorized to be worn in the cartilage, industrial, transverse lobe, tragus, or conch part of the ear. ***Earrings will not be worn in the ACU during physical fitness, while in tactical/field environments, combat related deployments, or locations where access to normal hygiene is not available. Earrings are not authorized in the APFU.***





PHYSICAL READINESS TRAINING & ACFT

Physical Readiness Training (PRT) is conducted Monday-Friday at 0500. Soldiers who fail to display effort during daily PRT or ACFT will receive a negative counseling for a “lack of demonstrated effort.” Soldiers are required to pass the Army Combat Fitness Test (ACFT) during AIT with a minimum of 60 points in each event. The ACFT will be administered twice. If Soldiers do not pass the ACFT at the beginning of the cycle, they will be counseled and receive remedial physical readiness training supervised by the Drill Sergeants.

ARMY BODY COMPOSITION PROGRAM

Accession standards for body composition as stated in AR 40-501 apply during the first 6 months of IET Soldiers' active-duty service. The standards of AR 600-9 are applicable after 180 days from entry to active service. Soldiers will be weighed in at the beginning and end of the course. Soldiers that exceed their screening table weight will be taped and results notated on the appropriate body fat content worksheet. MOS-T Soldiers must meet requirements of AR 600-9 upon arrival. IET Soldiers that exceed their allowable body fat content percentage will be counseled and scheduled for medical assessment and nutrition counseling. IET Soldiers that do not meet the standards of AR 600-9 after 180 days will be enrolled in the Army Body Composition Program and administratively flagged (transferable) before shipping to their gaining unit.

COMPREHENSIVE SOLDIER FITNESS

The Army Comprehensive Soldier Fitness program increases resilience. Resilience is the mental, physical, emotional, and behavioral ability to face and cope with adversity, adapt to change, recover, learn, and grow from setbacks. The Drill Sergeants will provide performance enhancement training intended to develop the full potential of Soldiers using a systematic process that expands the mental skills essential to the pursuit of personal strength, professional excellence, and the Warrior ethos. Soldiers will experience stress while in training at the U.S. Army School of Music and are encouraged to talk with the Drill Sergeants at any time if they or someone they know is experiencing a difficult time. The Drill Sergeants can provide valuable resources and schedule appointments with outside agencies to provide counseling and help resolve issues. Outside agencies include Fleet and Family Support Center, Hampton Roads Chaplains, Naval Medical Center Portsmouth Behavioral Health, and Fort Eustis Behavioral Health.

In extreme cases, a Soldier may have suicidal thoughts or intentions. Warning signs may include withdrawal, problems with significant others, giving away property, acting differently than usual, or openly talking about suicide. Contact the Drill Sergeants if these warning signs are present. If a Soldier states they are planning on hurting themselves, take the threat seriously and do not leave them unattended. Send for help and escort them to the Drill Sergeants immediately. Follow the Army's suicide prevention policy of Ask, Care, and Escort (ACE).

END OF CYCLE AWARDS

Distinguished Honor Graduate –The top student from the Commandant's List will be recognized as the Distinguished Honor Graduate. Selecting the student for this honor will be based on academic performance in all assessments. In addition, the student selected for this honor must demonstrate excellence in the areas of military bearing, Army values, warrior tasks knowledge, personal and professional conduct, appearance, and attitude. Further information is available in the ISAP.

Commandant's List –Selecting students for this honor will be based on the "Total Soldier" concept. IET or MOS-T students who are in the top 20% of the graduating class and successfully pass each assessment on the first attempt are eligible for "Commandant's List" status. The drill sergeants, course manager, and senior instructor will convene to consider each student's performance throughout the course. Further information is available in the ISAP.

Additional Skill Identifier (ASI) C1 Award – Any student who achieves an AMPA score of 30 or higher will be awarded the C1 ASI. This denotes superior musical ability and qualifies Army Musicians for assignments throughout the Army to positions coded for C1 Army Musicians. Soldiers earning this award will have the C1 ASI added to their military record.

Iron Soldier – Students who demonstrate exceptional physical fitness during the course of AIT will be recognized by the Commandant and the Command Sergeant Major. A Certificate of Achievement and the USASOM Coin of Excellence will be presented to the top scorer on the EOC ACFT.

ADDITIONAL ON POST INFORMATION:

On Post Barber Shop:

Barber Shop

ADDRESS

Bldg. #3443

ON BASE DIRECTIONS

PHONE

Primary:
(757) 363-3315

Secondary:

HOURS

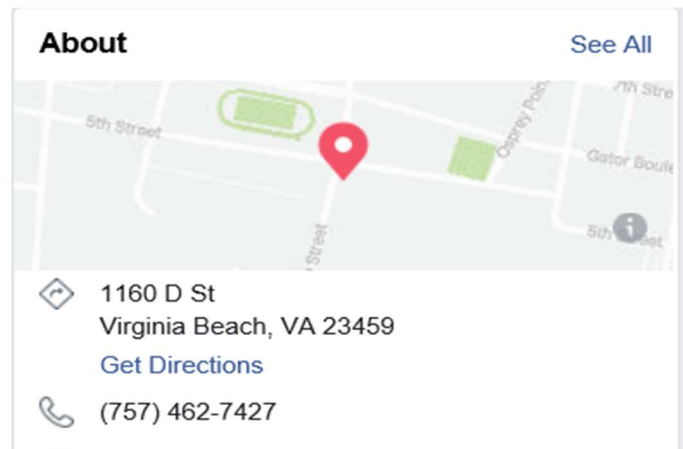
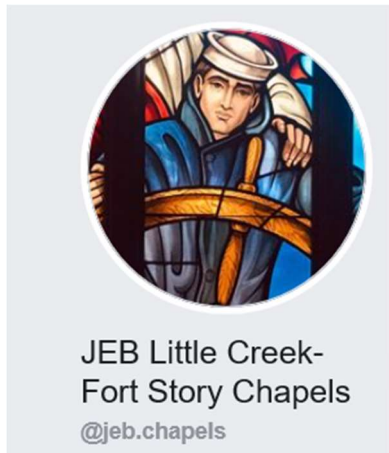
Monday - Saturday
Sunday

0900 - 1800
1000 - 1800

ADDITIONAL COMMENTS

Active Duty & Dependents Only At This Time Due to COVID-19

On Post Religious Service Info:



Little Creek Protestant Worship Schedule Sunday 1030

Little Creek Catholic Mass Schedule Monday and Wednesday 1130 Saturday 1700 Sunday 1215

LOCAL INSPECTOR GENERAL INFORMATION AND CONTACTS

Office of the Inspector General
US Army Training and Doctrine Command
661 Sheppard Place, Bldg. 661, #121
Fort Eustis, VA 23604-5708
usarmy.jble.tradoc.list.hq-tradoc-ig@mail.mil

FORT EUSTIS INSPECTORS GENERAL (IG) CONTACTS
AREA CODE: (757) 878-XXXX DSN:868-XXXX
ASSISTANCE & INVESTIGATION DIVISION

For Assistance 4844
ADMINISTRATION
Inspector General 4844, 5702
Fax 4308

ADDRESS:
Office of the Fort Eustis Inspector General
2783 Harrison Loop
Fort Eustis, VA 23604
usarmy.jble.tradoc.list.hq-tradoc-ig@mail.mil

Legal Services/ JAG Little Creek

1168 Gator Boulevard
JEB Little Creek- Fort Story
Building 3370, (behind USO Bldg)
757-462-4759/4760/4761
Mon-Thurs: 0745-1530 and Friday: 0830 – 1230

ID/CAC and DEERS Office

1155 Nider Blvd.
JEB Little Creek- Fort Story
Building 3510
757-462-5319
Mon-Fri: 0730 -1600

MAPS APPENDIX

STUCO AREA



*The battle buddy free zone does not include any area outside of the red area identified above. Soldiers found not in a battle buddy team or in an improper battle buddy team will be counseled and depending on the circumstances could be considered for UCMJ if fraternization is observed. This battle buddy free zone also does not mean that Soldiers can be in an improper battle buddy team. Improper battle buddy teams are not authorized. IET Soldiers must have a Battle Buddy to speak to cadre withing the battle buddy free zone. The battle buddy free zone only applies outside of training hours.

