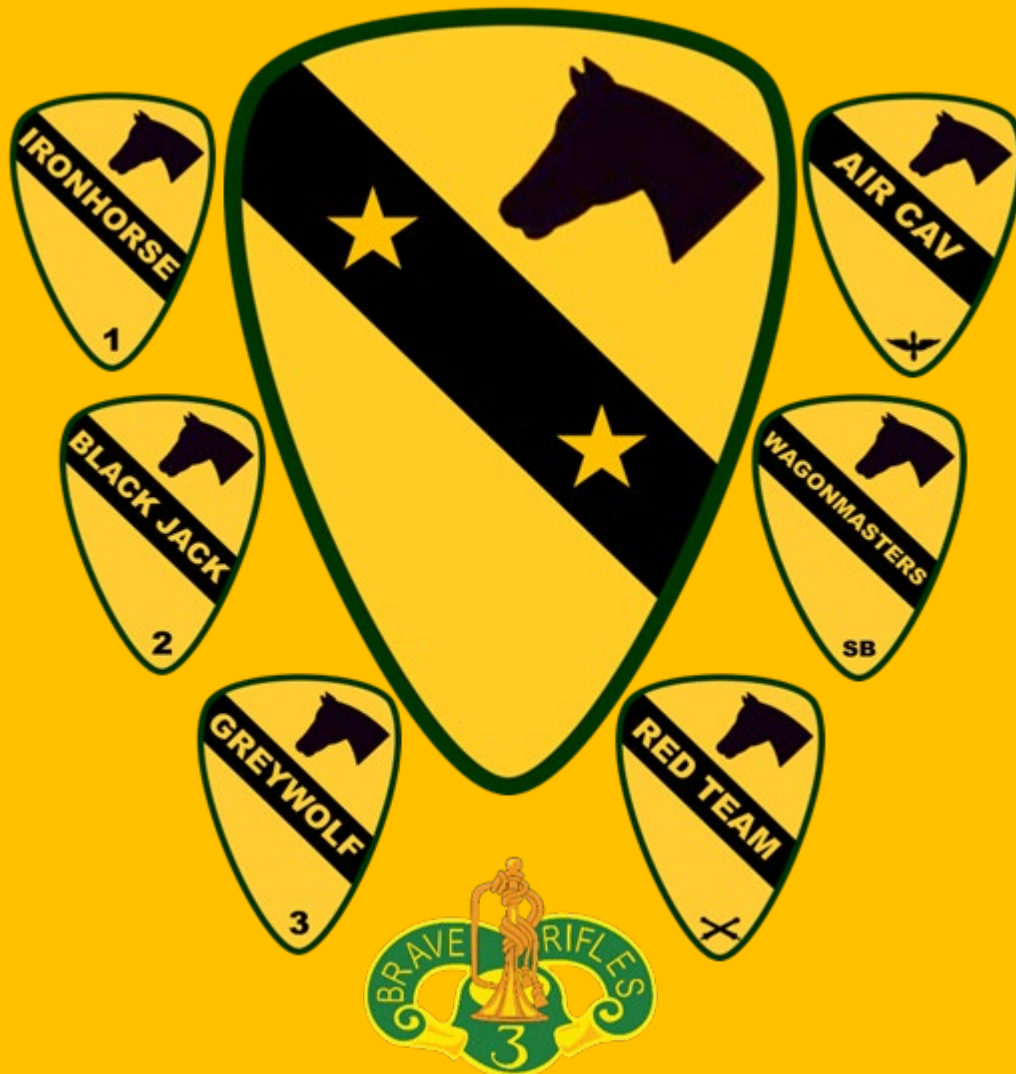


# 1st Cavalry Division Standards “The Yellow Book”



Headquarters, 1st Cavalry Division  
Fort Cavazos, Texas  
25 March 2024

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# Foreword

1. Welcome to Fort Cavazos, Texas, “The Great Place,” and the 1st Cavalry Division, “The First Team.” You are joining a unit enriched with tradition and full of proud, confident warfighters. Serving in the 1st Cavalry Division provides a tremendous opportunity for you to excel and make us better. As the Army’s premier Armored Division, we are on the cutting edge of modernization as we train and prepare the division to fight in large-scale combat operations. The opportunity to serve in the 1st Cavalry Division also comes with our rich cavalry history, pride, heritage, and traditions. Born in 1921 and having earned its spurs in World War II, Korea, Vietnam, Desert Storm, Iraq, and Afghanistan, our division proudly stands on point for the nation today.

2. The 1st Cavalry Division is a trust-based team that is trained and READY to fight and win anywhere.


3. Regardless of rank, we expect every Trooper to be CAV READY:

- a. RESPECT
- b. EXPERT
- c. ATHLETE
- d. DISCIPLINE
- e. YOU


4. This Yellow Book will familiarize you with the proud heritage of the 1st Cavalry Division and communicate the standards expected of every servicemember in order to build discipline and esprit de corps. The Yellow Book applies to servicemembers assigned, attached, or under the operational control of the 1st Cavalry Division. You will read, comprehend, comply with, and enforce the standards in this handbook. Leaders and Soldiers will have access to a digital or printed copy as part of the uniform. Violations of designated provisions of this handbook may subject service members to adverse action under the Uniform Code of Military Justice, Article 92.

5. A digital copy of this book is available at <https://www.army.mil/1stcav#org-the-yellow-book>.

**First Team! Live the Legend!**



LEVARES J. JACKSON SR.  
CSM, USA  
Command Sergeant Major



KEVIN D. ADMIRAL  
Major General, USA  
Commanding

# Part I: Commanding General's Intent

## 1st Cavalry Division Enduring Priorities

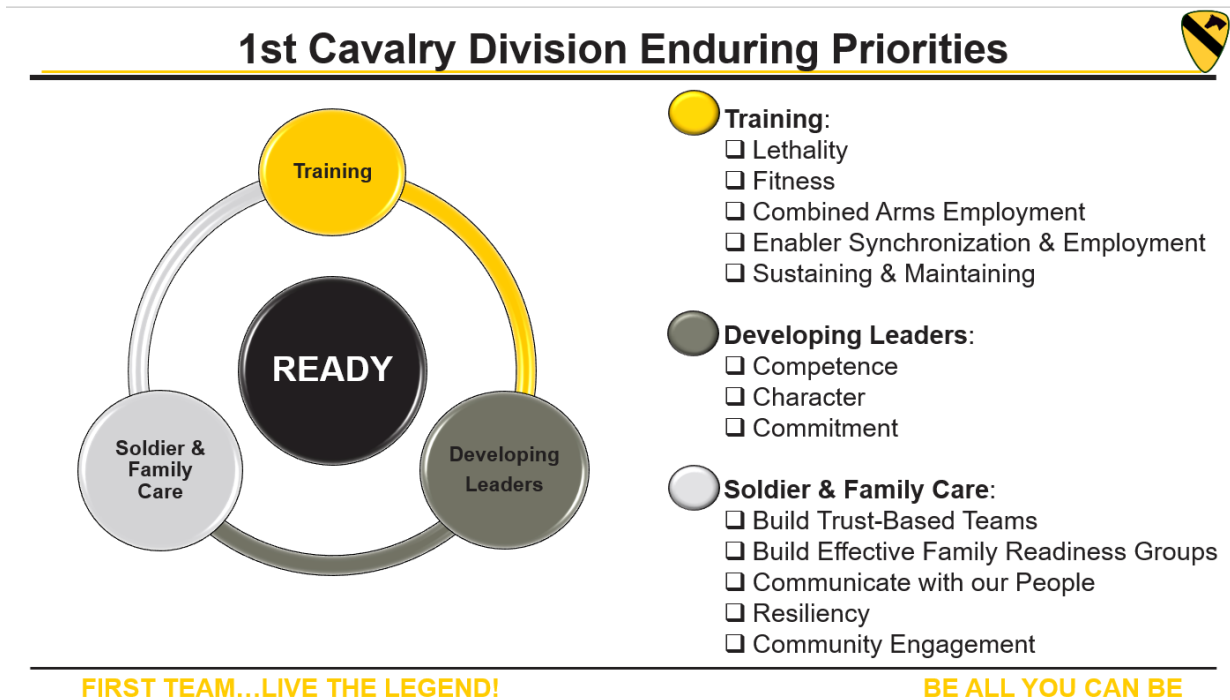


Figure 1. 1st Cavalry Division Enduring Priorities.

# 1st Cavalry Division Vision & Expectations

The 1st Cavalry Division is a trust-based team that is trained and  
**READY** to fight and win anywhere.

## CAV READY means...

**RESPECT** - First Team Leaders & Troopers RESPECT each other, their equipment, their operating environment, and enemy capabilities. Leaders must set the tone through counseling and in-depth knowledge of Troopers' needs and concerns. Leaders must be the moral compass within their units and create environments where everyone is treated with dignity and respect. Troopers must live the Army Values and always ensure they're in the right place, at the right time and READY to train. Troopers can and will accomplish anything in a positive environment where they trust and know their leaders care about them. We must foster good relations with our local communities to demonstrate that we are good neighbors and care about the community in which we live. RESPECT is the cornerstone of what we do and fosters mutual trust which strengthens the First Team.

**EXPERT** - First Team Leaders & Troopers train to become and remain EXPERTS in large-scale combat operations. Our unit will be the decisive formation in combat. We must be EXPERTS in warfighting, intelligence, sustainment, and communications in contested environments as well as employing joint all-domain capabilities. Leaders must ensure the readiness of their formations-train fundamental tasks, grow & build leaders, provide administrative support and build resiliency. Competent and engaged leadership will ensure success at home station and on the battlefield.

**ATHLETE** - First Team Leaders & Troopers train as professional ATHLETES who are always fit and able to close with & destroy our Nation's enemies. Being CAV FIT is more than physical readiness, it requires a constant balancing of our daily activities with Nutrition, Sleep, Family, Mental & Spiritual resiliency. The next fight will be challenging and each of us must be ready to meet that challenge- physically, emotionally, socially, and spiritually.

**DISCIPLINE** - First Team Leaders & Troopers demonstrate DISCIPLINE in doing the right thing always. Discipline is non-negotiable and is the foundation of our profession; know the standards, communicate the standards, and enforce the standards. Our Leaders & Troopers will be trusted to exercise disciplined initiative within the Commander's Intent regardless of the commander's presence. We will delegate decision authority to the lowest level possible based on policy, leader experience, risk to mission and risk to force.

**You** - First Team Leaders & Troopers look in the mirror knowing YOU matter. Use your initiative to accomplish our mission. First Team's success comes from all of us working toward a common vision and caring for each other. Our Families are an integral part of the First Team--strong Families are a combat multiplier, and they must know what resources are available for their use. YOU can and will make a difference because YOU matter to the First Team, our Army, and our great Nation!

It's a Great Team, it's Our Team, we are the First Team!



## **Part II: General Policies**

### **Fort Cavazos and III Corps Policy Letters**

The 1st Cavalry Division is a subordinate command under III Corps located at Fort Cavazos. Servicemembers will adhere to III Corps and Fort Cavazos policy letters, accessed at the following link:

<https://home.army.mil/cavazos/about/iii-corps-fort-Cavazos-policy-letters>

### **1st Cavalry Division Policy Letters**

Servicemembers assigned, attached, or under the operational control of the 1st Cavalry Division will read and comply with all division letters, accessed at the following link:

<https://www.army.mil/1stcav#org-command-policy-letters>

# DCSM Lines of Effort

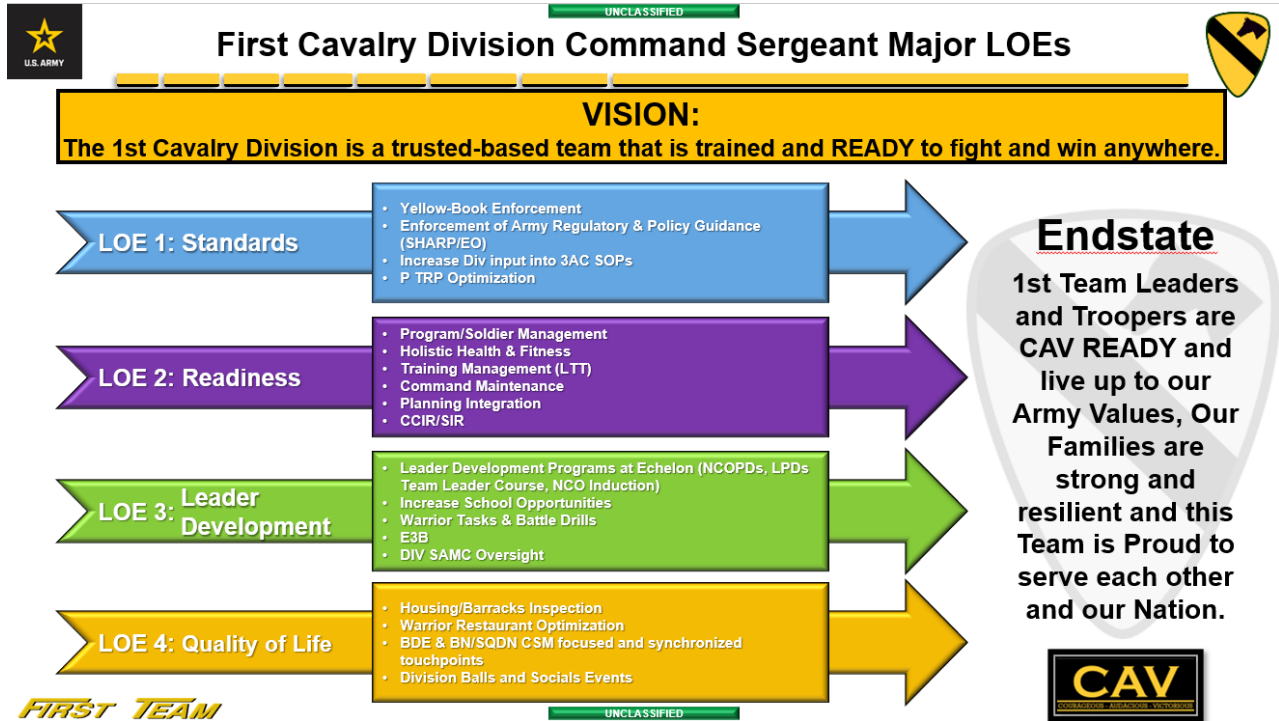


Figure 2. Division CSM Lines of Effort.

# Physical Readiness Training



Physical Readiness Training (PRT) is conducted every day of the week from 0630-0730.

On Thursdays, units will conduct combat-focused PRT.

PRT Formation is the first accountability formation of the day and must be treated as such. Units will not hold PRT formation before 0630 without colonel-level approval, and information will be on published training schedules six weeks out.

Soldiers assigned to traffic control points will be in the Army Physical Fitness Uniform (APFU) with a reflective belt or vest, a mobile phone in case of an emergency and remain in place until 0730. Soldiers will have a pt plan approved by their company/battery/troop leadership and will conduct that plan during pt hours. If Soldiers have a profile, they will conduct modified exercises IAW their profile.

The Battalion Level is the lowest echelon where the Top 5 (Commander, CSM, XO, S3, and Ops NCOIC) are authorized to conduct individual PRT to allow opportunities for battlefield circulation.

The squad is the lowest level for conducting PRT. The individual leading the PRT session will have a physical or digital copy of the PRT plan during execution.

The approval authority for exempting a unit from PRT resides at the battalion command or equivalent level.

Organized sports are authorized but will be limited to no more than two monthly occurrences and should be scheduled primarily during Foundation Days or following the conclusion of LTT.

Fort Cavazos run routes are designed to provide runners with a safe physical training environment from 0630-0730. All other forms of exercise (walking, foot marching, and bicycling) will be conducted at alternate locations (tank trails, bicycle paths, or sidewalks along the run route). There is no walking authorized on Legends Way; however, tactical foot marches are authorized on Legends Way on Thursdays. If necessary, Soldiers will walk on the sidewalks with 3-5m between Soldiers. Units are not authorized to run on paved roads outside designated routes or in housing areas. Any PRT conducted on tank trails must be cleared through Range Support Operations.

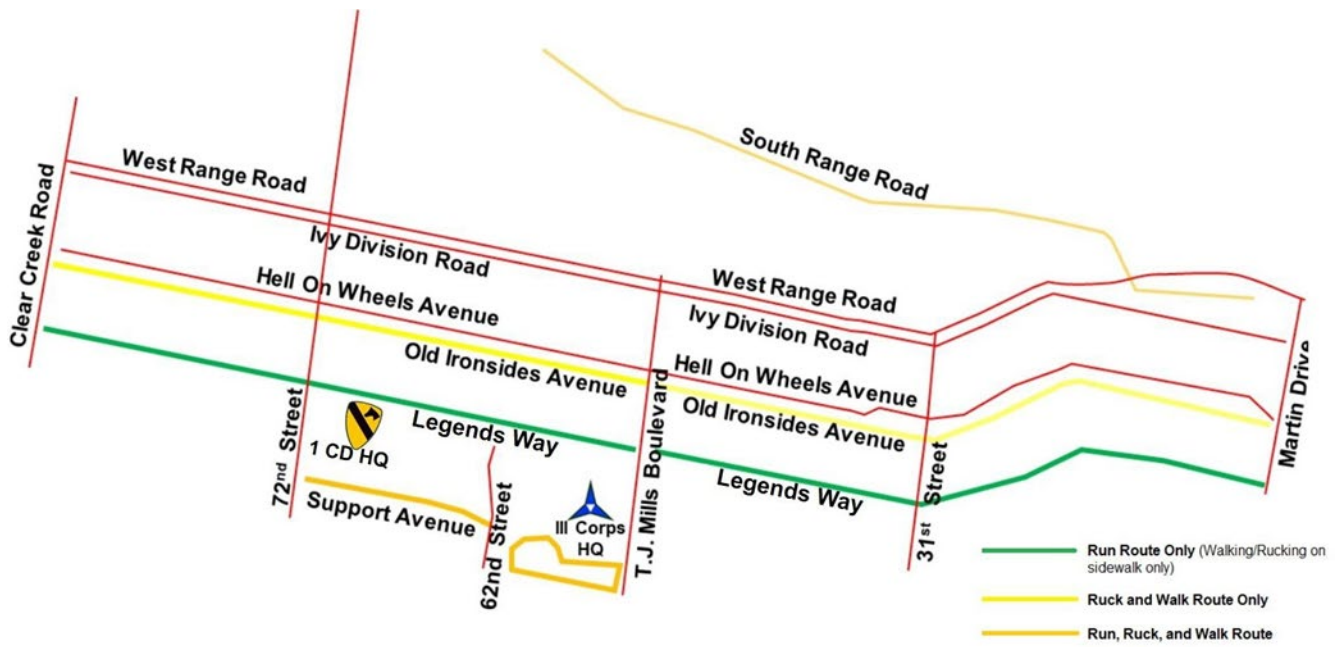


Figure 3. Run, Ruck, and Walk Routes.

# **Part III: Uniforms and Appearance**

## **Personal Appearance Standards**

Soldiers will always present a professional image and will continue to set an example in military presence, both on and off duty. Pride in appearance includes Soldiers' physical fitness and adherence to acceptable weight standards in accordance with AR 600-9.

### **Grooming**

Army Regulation (AR) 670-1, *Wear and Appearance of Army Uniforms and Insignia*, prescribes the Department of the Army policy for proper wear and appearance of Army uniforms and insignia, as worn by officers and enlisted personnel of the Regular Army, the U.S. Army Reserve, and former Soldiers. Department of the Army Pamphlet (DA PAM) 670-1, *Guide to the Wear and Appearance of Army Uniforms and Insignia*, provides the implementation procedures for the wear and appearance of Army uniforms and insignia. Changes to appearance and grooming standards often occur quicker than revisions to these publications. As a result, the Army will publish All Army Activity (ALARACT) messages with updated guidance in between revisions. Leaders and Soldiers will monitor changes and ensure compliance with standards. Soldiers will seek clarification through their chain of command if any questions arise. Some of the changes published in recent ALARACTs are listed below but are not all-encompassing.

Additionally, all personnel will adhere to the Approved Religious Accommodation or Medical Exemption Memorandum for Record on the following page.



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 1ST CAVALRY DIVISION  
BUILDING 28000, 761ST TANK BATTALION AVENUE  
FORT CAVAZOS, TX 76544

AFVA-CG

MEMORANDUM FOR RECORD

SUBJECT: Approved Religious Accommodation or Medical Exemption Memorandum for Record

1. References.

a. Army Regulation (AR) 600-20, *Army Command Policy*, 24 July 2020.

b. AR 670-1, *Wear and Appearance of Army Uniforms and Insignia*, 26 January 2021.

2. Applicability. This policy applies to all 1st Cavalry Division (1CD) Soldiers.

3. Policy. It is imperative that 1CD personnel know the standards, communicate the standards, and enforce the standards.

a. Commanders will validate a Trooper's approved religious accommodation or medical exemption to AR 670-1, *Wear and Appearance of Army Uniforms and Insignia*. Commanders will issue a memorandum for record (enclosed) to the Trooper, documenting an authorized exemption to AR 670-1. The exemption memorandum will be digitally signed and will include the Trooper's name, unit, and exemption criteria. The exemption memorandum will not include any of the Trooper's personal health information or religious information.

b. Any Trooper with a Commander's exemption memorandum will carry the memorandum on their person while in uniform and on duty. To enforce standards, leaders are authorized to ask Troopers to see the exemption memorandum.

4. The point of contact for this memorandum is the 1st Cavalry Division Chief of Administrative Law at 254-287-9426.

Encl

  
KEVIN D. ADMIRAL  
Major General, USA  
Commanding

**Male Haircuts:** 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.

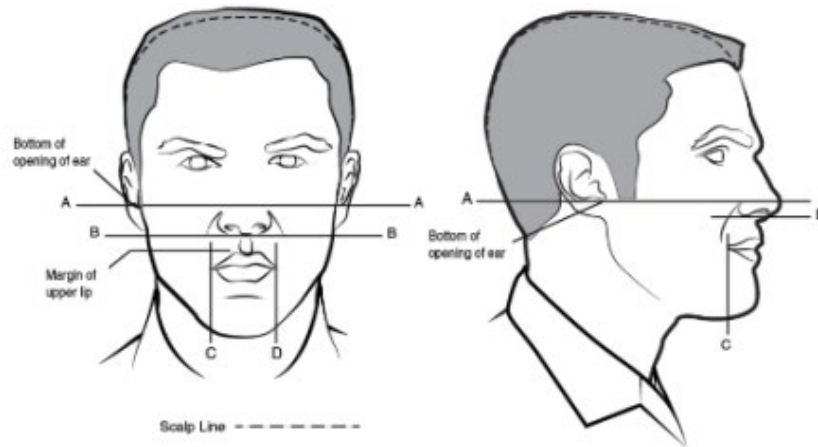


Figure 4. Tapered.

**Minimum Hair Length:** There is no minimum hair length for female 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.



Figure 5. Minimum Hair Length.

**Facial Hair:** Males will keep their face clean-shaven when in uniform, or in civilian clothes on duty.

**Mustaches:** While mustaches are authorized, Soldiers must keep them neatly trimmed, tapered, and tidy. Mustaches will not: (1) cover any portion of the upper lip line, (2) extend sideways beyond a vertical line drawn upward from corners of mouth, (3) extend above a parallel line at the lowest portion of the nose.

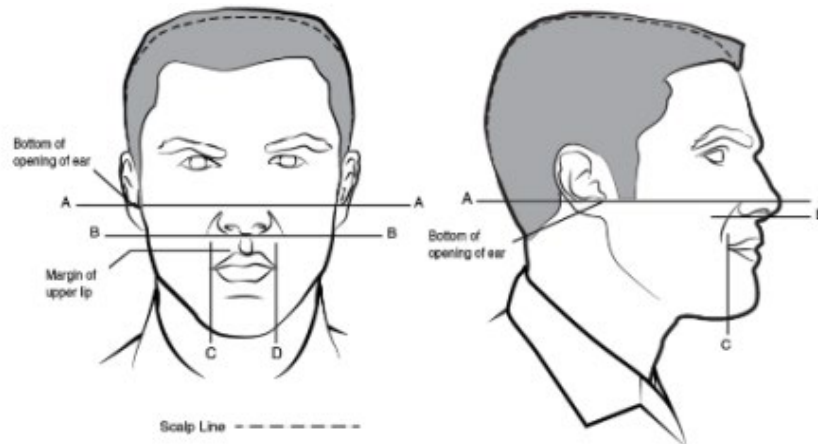


Figure 6. Mustache Standard.

**Beards (Medical):** Soldiers may receive a profile for facial hair if they have a medical condition warranting facial hair. This will be determined by a medical provider. Soldier will groom facial hair to a maximum of one-quarter inch in length. Grooming will not be shaped, edged, or fashioned in a manner contrary to Army regulation.

**Beards (Religious):** Religious exemptions are granted on a case-by-case basis. Accommodations must be approved before Soldier begins growing beard. Beards (including facial hair and neck hair) must be maintained to a length not to exceed 2 inches when measured from the bottom of the chin.



Figure 7. Beard Standard.



**Lipstick:** Female Soldiers are authorized to wear solid color shades of lipstick that are not extreme. Extreme colors include but are not limited to purple, bright pink, bright red, gold, blue, black, hot pink, green, yellow, ombre, and fluorescent/neon colors. Natural colors, including tinted glosses, are authorized. The optional wear of lip liner is authorized, but colors must match the shade of lipstick being worn.



Figure 8. Lipstick.

**Multiple Hairstyles:** Females Soldiers are authorized to wear “multiple” hairstyles at once as long as they are neat in appearance and do not impact the proper wear of headgear and equipment. For example, braided twists or loc hair style 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. Also, removed the restrictions of braids, cornrows, twists, and locs having the same dimensions and the same approximate size of spacing between them.



Figure 9. Multiple Hairstyles.

**Highlights:** Male and Female Soldiers are authorized to wear highlights (a uniform blend of colors) with natural colors as long as it represents a professional and natural appearance. Colors must blend naturally together so as to not display a vast difference between shades of natural colors (for example, natural black hair with blonde highlights/streaks is not authorized). Prohibited/unnatural colors are those 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. If a Soldier decides to add color or highlights to hair, root growth of a different color should not exceed 1.5 inches of the original color.



Figure 10. Highlights.

**Ponytails:** Female Soldiers are authorized to wear ponytails in all uniforms. 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 the 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).



Figure 11. Ponytails.

**Nail Polish:** Male soldiers are authorized to wear clear nail polish. Male soldiers will keep nails trimmed so as not to extend beyond the fingertip. 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, including 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.



Figure 12. Nail Polish.

**Earrings:** Female soldiers are authorized to wear earrings in the army combat uniform (ACU). Stud earrings may be screw-on, clip-on, or post-type earrings 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 (for example, 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 army physical fitness uniform (APFU).

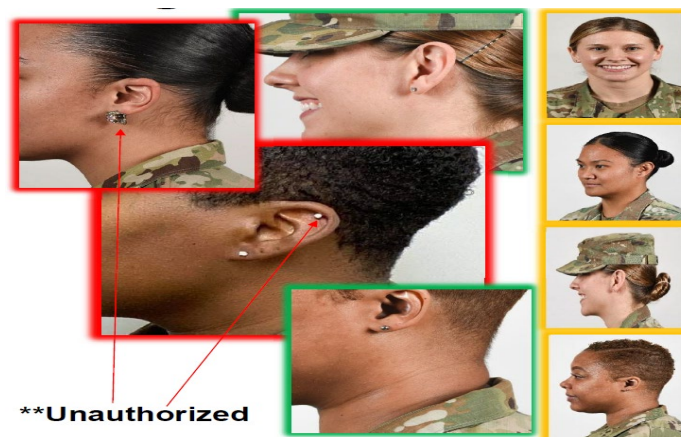


Figure 13. Earrings.

## Electronic Devices

1. Loud playing of any audio device in public places, housing areas, and billets, on and off post, may violate Texas statutes, local ordinances, and Fort Cavazos policies. Also, when your music is too loud, it's a safety issue for Soldiers because they can't hear anything else. Fort Cavazos Regulation 190-5 defines loud music as a violation of Texas Penal Code, Section 42.01 (a) (5) when:

a. Music, vibrations, or other sounds emanating from a vehicle with its windows closed can be heard from **10 or more feet from the vehicle**.

b. Music, vibrations, or other sounds emanating from a vehicle with its windows open can be heard from **50 or more feet from the vehicle**.

c. Any other noise or music which, in the judgment of law enforcement personnel, is unreasonable.

2. Violations: If an individual receives more than one citation, action may be initiated to:

a. Suspend the individual's on-post driving privileges.

b. Evict the individual.

c. Ban the individual from post.

3. Wearing portable headphones, earphones, or other listening devices (except for hands-free cellular phones) while operating a motor vehicle (private, government, or military) is prohibited. Vehicle operators on DOD installations and government-owned vehicle operators shall not use cellular phones unless the vehicle is safely parked or when using a hands-free device. This includes vehicles at the halt on an active roadway (e.g., at stop lights and stop signs). The only exceptions to this prohibition are emergency responders, such as MP, ambulance, fire emergency, EOD, and HAZMAT responders. Headphones in civilian attire are authorized on approved secure running paths but must be removed before entering any area adjacent to roadways and roadway intersections on DOD installations.

4. Per AR 670-1, unless the unit or senior commander otherwise prohibits, Soldiers may use headphones, including wireless or non-wireless devices and earpieces, in uniform while performing individual physical training in indoor gyms or fitness centers. Soldiers may not wear headphones while taking the Army Combat Fitness Test. Soldiers may not wear headphones beyond the permitted area in any manner, including around the neck or attached to the uniform. Headphones will be conservative and discrete. Ear pads will not exceed 1 ½ inches in diameter at the widest point. Soldiers may wear electronic devices, such as players or cell phones, as prescribed above; Soldiers may also wear a solid black armband to store and carry electronic device in the gym or fitness center. Soldiers may not wear the armband beyond the permitted area.

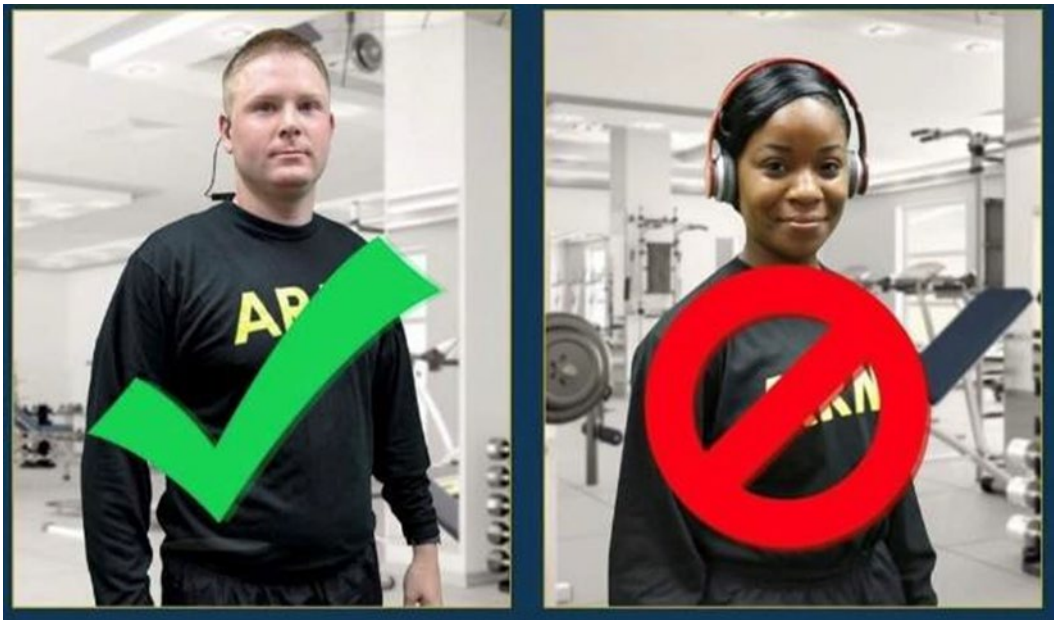


Figure 14. Headphones.

## Hearing Protection

DA Civilians and Soldiers must wear appropriate hearing protection when working with or around equipment, vehicles, aircraft, or weapons that produce hazardous noise levels, as follows:

1. Exposure to steady-state noise levels of 85 dBA of any duration to 103 dBA TWA duration requires single hearing protection (earplugs or earmuffs).
2. Exposure to steady-state noise levels of 103 dBA TWA and up to 108 dBA TWA requires double hearing protection (either earplugs and helmet or earplugs and noise muffs).
3. Exposure to steady-state noise greater than 108 dBA TWA is not permitted. Exception: Refer to DA PAM 40-50, *Army Hearing Protection*, for exception requirements.
4. Exposure to impulse noise levels greater than 140 dBP to 165 dBP requires single hearing protection.
5. Exposure to impulse noise levels greater than 165 dBP but less than or equal to curve Z per MIL-STD-1474D requires double hearing protection.
6. Exposure to impulse noise greater than curve Z requires approval from TSG. In combat, Soldiers should wear appropriate authorized hearing protectors, especially when firing weapons or riding in tactical vehicles or aircraft. Hearing protectors improve readiness and prevent permanent or temporary threshold shifts which impair the ability to communicate and to detect and localize quiet or low-volume, mission-critical-level combat sounds.
7. All personnel working in or visiting potentially hazardous noise areas must have and wear hearing protectors while in the presence of hazardous noise.
8. Hearing aids will not be worn in hazardous noise environments. Hearing aids do not reduce noise or provide any hearing protection.
9. Personal listening devices such as personal music players are not a form of hearing protection and will not be used in hazardous noise environments.
10. Hearing protectors include earplugs, noise muffs, ear canal caps, noise-attenuating helmets, TCAPS, or a combination of these.
11. Personnel may select a hearing protector from an approved list unless contraindicated for medical and/or environmental reasons.
12. Hearing protectors are issued at no charge to all personnel working in potentially hazardous noise areas. An earplug carrying case (National Stock Number (NSN) 6515-01-100-1674) must also be provided, at no charge, with each set of preformed earplugs. This case may also be used to carry and protect hand-formed earplugs.

13. All personnel must wear hearing protectors during training to increase the likelihood of confident use in industrial, operational, and combat environments.



Figure 15. Hearing Protection.

## Eyewear/Eye Protection

Conservative civilian prescription eyeglasses are authorized for wear with all uniforms. Conservative prescription and nonprescription sunglasses are authorized for wear when in a garrison environment, except while indoors. Individuals who are required by medical authority to wear sunglasses for medical reasons, other than refractive error, may wear them, except when health or safety considerations apply. Commanders may authorize sunglasses in formations or field environments, as appropriate.

Eyeglasses or sunglasses that are trendy or have lenses or frames with conspicuous initials, designs, or other adornments are not authorized for wear. Soldiers may not wear lenses with extreme or trendy colors, which include, but are not limited to, red, yellow, blue, purple, bright green, or orange. Lens colors must be traditional gray, brown, or dark green shades. Personnel will not wear lenses or frames that are so large or so small that they detract from the appearance of the uniform. Personnel will not attach chains or ribbons to eyeglasses. Eyeglass restraints (to include bands) are authorized when required for safety purposes. Personnel will not hang eyeglasses or eyeglass cases on the uniform and may not let glasses hang from eyeglass restraints down the front of the uniform. Glasses may not be worn on top of the head at any time.

Soldiers are authorized to wear ballistic spectacle eye protection issued by the Army, including lens colors or logos that do not comply with paragraph 3–10a (3), in garrison or field environments unless otherwise directed by their chain of command.

Tinted or colored contact lenses are not authorized for wear with the uniform. The only exception is for opaque lenses that are prescribed medically for eye injuries. Clear lenses that have designs on them that change the contour of the iris are not authorized for wear with the uniform. Contact lenses may be restricted by the commander for safety or mission requirements.

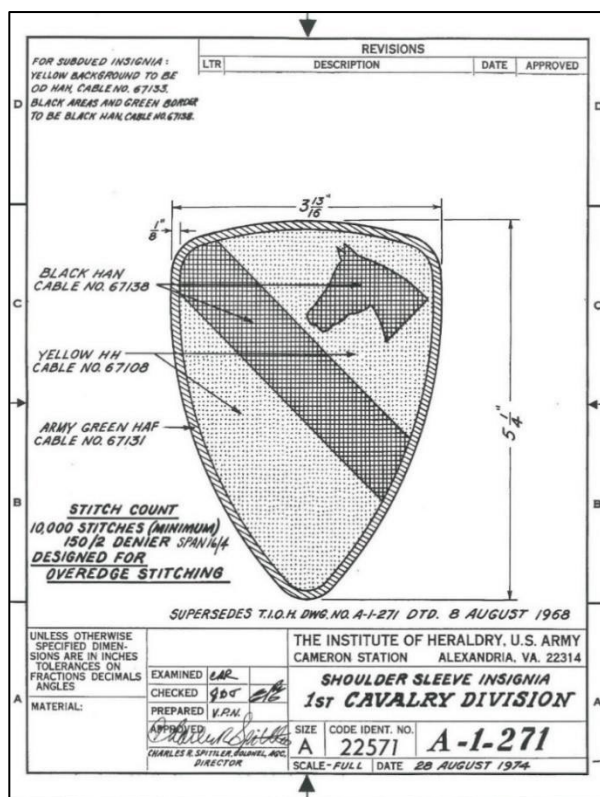


Figure 16. Eye Protection.



# Cavalry Traditions

## The Patch



On Sep. 6, 1921, the War Department issued Circ No. 232, *Shoulder Sleeve Insignia (SSI)*, directing divisions to submit patch designs for consideration. The timing could not have been better for the 1st Cavalry Division, which was constituted and organized one week later on Sep. 13, 1921. BG Robert L. Howze, the first Commanding General of the 1st Cavalry Division, wasted no time developing a submission designed by himself, with assistance from Lt. Col. and Mrs. Ben Dorcy. Lt. Col. Dorcy served in the division, and he and Mrs. Dorcy were students in heraldry. Despite the guidance to design and submit a single, simple design, BG Howze audaciously submitted a series of 19 multi-colored patches, each identifying separate subordinate units within the division. On Jan. 3, 1922, the 19 distinctive patches for the 1st Cavalry Division were approved.

All other divisions in the U.S. Army had a single shoulder sleeve identification. In 1934, the Secretary of War decided that the 1st Cavalry Division would be reduced to a single patch to conform to the rest of the Army, and so, on Dec. 28, 1934, the yellow Norman shield with black diagonal stripe and a black horse's head became the sole patch of the entire 1st Cavalry Division. Mrs. Dorcy would later relay in 1965 how she and her husband were inspired to design the iconic "Big Yellow Patch," stating that the combination of the golden sunset of Fort Bliss and the traditional color of yellow for the Cavalry greatly influenced the background of the patch. She also relayed that the family chose the horse's head for the insignia after they observed a mounted Soldier ride by their home on a beautiful blue-black thoroughbred. The final design is a patch on a "sunset" yellow triangular Norman Shield with rounded corners, 5 1/4 inches in height, and a black diagonal stripe extending over the shield from the upper left to the lower right. In the upper right, a black horse's head, cut off diagonally at the neck, appears within 1/8 inch of an Army Green border. The traditional Cavalry color of yellow and the horse's head symbolize the original organizational structure of the Horse Cavalry. The black diagonal stripe in the heraldry is termed a "Sable Bend." It represents a "baldric," a belt worn over the right shoulder to the opposite hip to support the wearing of a saber or pistol, the traditional weapons of the Cavalry. During the Vietnam War, the yellow background of the patch was subdued to Olive Drab (OD) green to improve camouflage in the jungles. The yellow and black patch has remained unchanged and is still worn on the Army Green Service Uniform and the Army Combat Uniform during ceremonies. Additional history of the 1st Cavalry Division can be accessed at <https://1cda.org/history/>

The subdued patch remains the standard on the ACU. The 1st Cav patch will not hang off the Velcro on the ACU and will not be covered by the pocket of the IHWCU. For combat veterans of the division, the U.S. flag will be adjusted upward to make space for the 1st Cav patch on the right sleeve and not hang over the Velcro.



Figure 17. 1st Cav Patch.

### **Wear of the Full-Color SSI on the ACU/IHWCU**



Figure 18. Color Patch.

1. Battalion-level commanders may authorize the wear of the full-color SSI on the ACU and IHWCU for special occasions such as, but not limited to, commemoration ceremonies or changes of command/responsibility. The full-color SSI will not be worn outside the area where the ceremony or special event is being conducted.
2. Full-color SSI is authorized for wear on the last duty day of the week in Garrison.
3. The full-color SSI will not be worn in a tactical or field environment.
4. Full-sized, full-color, and embroidered special skill tabs such as Special Forces, Ranger, Sapper, and President's Hundred may also be worn with the full-color SSI. Full-Color Shoulder Sleeve Insignia-Military Operations in Hostile Conditions (SSI-MOHC) is not authorized for wear.
5. The yellow 1CD patch will not be worn off-post on the ACU.

## Unauthorized 1CD Patch/Digital Representations

There is only one standard for the 1st Cavalry Division patch and digital representations of our patch. Branding is important to an organization, and the 1st Cavalry Division takes great pride in the "Big Yellow Patch." Below are examples of flawed 1CD patches that will not be used on official briefings, slides, recruiting gear, unit colors, or farewell gifts.



**ONLY  
AUTHORIZED  
1CD PATCH**

**UNAUTHORIZED REPRESENTATIONS OF 1CD  
PATCH**

## **Wear of the CAV Hat, Spurs, and Officer Saber/NCO Sword**

### **1. BACKGROUND:**

a. **CAV HAT.** The modern-era tradition of the CAV Hat, often referred to as "the Stetson," began in the 1960s during the Vietnam War. The 11th Air Assault Division's Cavalry Scout pilots adopted the Model 1876 cavalry campaign hat to symbolize their cavalry spirit. By the time the 11th Air Assault Division was reflagged as the 1st Cavalry Division (Air Mobile), the members of the Air Cav Squadron, 1st Battalion, 9th Cavalry Regiment, commanded by LTC John B. Stockton, were all wearing the hat. LTC Stockton transferred the CAV Hat tradition to the entire 1CD in Vietnam. The tradition had spread to other air and ground cavalry units by the war's end. The tradition continued after Vietnam and has become the standard for all Cavalry units in the U.S. Army.

b. The Department of the Army classifies the CAV Hat and the Order of the Spur as an "Army tradition." As such, policies for the wear of the CAV Hat and Spurs, as well as the wear of other Cavalry accouterments, can be set by a cavalry unit commander. This section provides instructions for all personnel assigned to the 1CD on the proper wear and authorization of such items. Veteran Cavalry Soldiers may find some standards differing slightly from previous units, but the spirit and traditions embodied in this policy remain the same.

### **2. POLICY:**

a. **Who may wear the CAV Hat?** All personnel, military, and DA civilians assigned or attached to the 1CD may purchase and wear the CAV Hat immediately upon arrival to the Division.

#### **b. Appearance and proper wear of the CAV Hat.**

(1) The Cav Hat can be worn anywhere on-post. It is not authorized for wear off-post except for events designated by a commander.

(2) The CAV Hat will be the standard black Cavalry Hat, Stetson, or other appropriate brand, with a 3-inch brim.

(a) The hat will present a clean and neat appearance at all times.

(b) The hat will be formed and shaped so that the front and rear of the brim are either straight or slightly turned down and the sides parallel to the ground and not rounded up "cowboy style." It is recommended that the Trooper go to the 1CD Association Store or the 3CR Gift Shop to have the Stetson shaped properly.

(c) The crown crease should remain as manufactured. Dimples toward the front of the hat are acceptable so long as they are not creased and present a neat appearance.

(3) The black leather neck strap is required for wear. The strap will be worn behind the wearer's head fitting snugly at the back, lower part of the head. All excess leather will be trimmed and secured.

(4) All personnel will wear hat cords according to rank.

(a) General officers will wear solid gold hat cords.

(b) Company and field grade officers will wear black and gold hat cords.

(c) Warrant officers will wear black and silver hat cords; CW5s will wear solid silver hat cords.

(d) All enlisted Soldiers and NCOs will wear either the Cavalry Yellow cord or the color of the cord of their Military Occupational Specialty/Branch of Service.

(e) Authorized civilians employed by the 1CD will wear cords commensurate with their civil service rating.

(f) Hat cords from the modern era (cords with acorns) are the only authorized cords for Soldiers in uniform. The cord will not extend beyond the edge of the brim of the CAV Hat. Cords may be knotted but are not required to distinguish combat service.

(5) On the front of the hat, servicemembers will wear cross sabers and rank insignia. These are worn centered on the front of the hat. Rank is worn over the crossed sabers insignia evenly spaced between the top of the hat and the top of the bow ribbon. On the back of the hat, Soldiers are authorized to wear three total pins. One authorized pin is branch/MOS insignia, worn on the bottom. The other two pins are at the wearer's discretion. One authorized pin is the Distinctive Unit Insignia (DUI), more commonly referred to as unit crest, which will be worn centered on the back of the hat, above the branch/MOS insignia. All active duty and DA civilians assigned to the 1CD will only wear the Unit Crest of the unit they are currently assigned to.

(6) Nothing will be worn on the side of the CAV Hat.

(7) The CAV Hat will be worn for appropriate occasions. The CAV hat may be worn at all official 1CD functions (e.g., promotions, parades, Stable Calls, or formals, as directed and authorized by the Commanding Officer of the formation). The hat will be the headgear of the day in the 1CD on the last workday of each week, if servicemembers choose to purchase it.

(a) The CAV Hat may not be worn during vehicle maintenance.

(b) The CAV Hat may not be worn during field training exercises.

(c) The CAV Hat may be worn during deployments for special events.

(d) The CAV Hat may be worn to, but not inside, a chapel or an area designated for worship during an indoor memorial or religious services. The CAV Hat may be worn for outdoor services and at these facilities for non-religious events such as 1CD unit functions.

(e) The CAV Hat will be removed when indoors in accordance with US Army headgear regulations unless it is in conjunction with a ceremony, Stable Call, or unit function.

(f) The CAV Hat may be worn in civilian clothing at the wearer's discretion.

(g) The Cav Hat can be worn during parades in lieu of the beret or patrol cap. Unit pride takes precedence over uniformity during formations and parades.



Figure 19. Cav Hat.

c. **Who may wear the Spurs?** Servicemembers who have earned their spurs can wear the spurs every day except when safety considerations prevent their wear. There are two different categories of Spurs awarded in the 1CD.

(1) **Silver Spurs** earned for successful completion of a "Spur Ride."

(a) Each Brigade will establish a leader certification program to award the Silver Spurs, which assesses and measures the warrior skills a Cavalry Soldier should possess for their MOS/Branch of Service and overall physical fitness. The program will be called "Spur Ride" and adhere to AR 600-20. All Spur Candidates will be treated with dignity and respect at all times. Hazing is NOT authorized during a Spur Ride. Spur Certificates will be presented during a suitable ceremony reflecting the Soldier's achievement. Units down to the battalion level will design and produce their Spur Certificate signed by the commander and CSM.

(2) **Gold Spurs** awarded for serving in combat with a Cav unit.

(a) The Gold Spurs, often called "Combat Spurs," are awarded to Soldiers during combat deployments. Brigades may modify the "Spur Ride" during deployments based on available resources and time constraints; however, discipline is necessary. Neither Silver nor Gold Spurs are more prestigious than the other. The wearer may wear the Spurs they have earned as long as they match.

(3) Spurs are NOT an entitlement just for serving in this Division; they must be earned. The "Order of the Spur" will not be awarded to any Soldiers based on arbitrary or meritless criteria such as rank, time in service, branch, or ability to endure hazing or other degrading behavior. Rather, Soldiers must first be in good standing within their formation (i.e., have no incidents of misconduct, a record of adverse actions, or failures in obtaining basic Army standards) and then earn the right to wear Cavalry Spurs through their demonstrated mastery at both technical and tactical skills expected of Soldiers assigned to this Division based on MOS. Units will catalog by name rosters (including signatures) of all Spur Holders (Silver and Gold) in a suitable log book. Units will maintain the deployment orders for all Gold Spur Holders.

(4) Soldiers may lose the right to wear the Spurs if they fail to remain in good standing, such as demonstrating an act of indiscipline or failing to meet Army standards. All Soldiers assigned or attached to a Cavalry unit, such as the 1CD, are authorized to earn and wear the Spurs.

(5) The Spurs can be worn with or without the CAV Hat. The "Prince of Wales" Spur (no rowel) is the standard for the type of Spur worn. The models with rowel: M1859, M1872, M1874, and M1885 Cavalry Spurs may be worn as an alternate style. The strap may be black, brown, or tan. Civil War "Eagle's Head" or "Horse's Head" Spurs are authorized, but personal "Cowboy" or "Western" Spurs are not authorized for wear in uniform.

(a) In other cavalry units, Soldiers who have earned spurs may be authorized to wear spurs that feature rowels at the end.

(b) When worn with Low Quarters: The spurs will be affixed to the footgear on the heel's upper portion. The U-shaped portion shall enclose the shoe in such a manner as to ensure that the neck of the rowel-less spur curves down toward the ground. The myth of turning your spurs upside down if you are married is not a cavalry tradition and is not authorized in 1CD. The strap will be run over the top of the footgear so that the buckle faces the outside and not on top of the foot. When worn with Boots: The spurs will be affixed to the footgear on the heel's upper portion. The strap will be run over the top of the footgear so that the buckles face the outside of the boot.



Figure 20. Proper Wear of Spurs.

**d. Who may wear the Saber and Sword?**

(1) The saber is the traditional weapon of the Cavalry and is traditionally a symbol of honor, authority, and command. The Model 1902 Officer's Saber is the only saber still authorized for wear in the U.S. Army and is worn for ceremonial purposes.

(2) The NCO Sword is a symbol of standards and discipline. The Model 1840 NCO Sword is the only sword still authorized for wear in the U.S. Army and is worn for ceremonial purposes.

(3) On September 13, 2021, as part of the Division's Centennial Celebration, the 1CD revived the tradition of the wear of a saber and sword to symbolize the discipline and traditions of the division during ceremonies and special events in the First Team to further fuel the Spirit of the Cav.

(4) Who is authorized to wear an officer saber or NCO sword in 1CD?

(a) All Battalion and Brigade Level Commanders and Command Sergeants Major assigned to 1CD will be assigned a saber.

(b) The ceremonial M1902 Officers Saber and the M1840 NCO Sword are the only authorized ceremonial weapons for the chain of command.

(c) The M1860 Cavalry Saber will be carried by the Honor Guard when they wear the 1872 Army Blue uniform and carried by the 1CD Horse Cavalry Detachment.

(d) The M1913 Cavalry Saber ("Patton Saber") will be carried by the 1CD Honor Guard when wearing the 1924 Army Olive Drab Uniform or when a unit Color Guard in the 1CD is in OCPs.

(e) The 1CD Honor Guard will maintain accountability of the Division's M1913 Sabers and sign them out to subordinate units for ceremonies.



(5) Appearance and proper wear of the M1902 Officer's Saber.

(a) The Saber will be worn on the left side.

(b) The scabbard attaches to the saber chain via the hook and clip.

(c) The hook is attached to the top scabbard loop, and the clip is attached to the lower scabbard loop.

(d) The Saber is worn with the hand guard facing in (towards you).

(e) When in OCPs, the black leather belt is the only authorized belt.

(f) The belt will be worn so that it remains parallel to the ground, resting evenly on the hips (not sagging to the side).

(g) Belts will be sized to prevent excess leather after the belt buck. All excess leather will be secure (no flapping tongues).

(h) When in ASU, the Saber is worn with a ceremonial belt that coincides with the officer's branch (color). The black leather belt is not authorized with ASUs. A designated unit belt-buckle may be worn.

(i) The saber is not authorized for wear with the Mess Dress Uniform.

(j) The saber chain and leather "frog" are the same for the black leather and ceremonial belts.

(k) The officer saber and NCO sword will be worn at all Division, Brigade, and Battalion level Changes of Commands and Parades, promotions, re-enlistments, ceremonies, and as directed and authorized by the Commanding Officer of the formation.

(l) Officers and NCOs authorized to wear a saber/sword may wear them to ceremonies as spectators, even if they do not have an official capacity in the ceremony or parade.

3. The purchase of the CAV Hat and Spurs is an optional item, which Soldiers are not required to purchase.

## Utility Uniforms

Utility uniforms are uniforms normally worn in the field, during training, or while performing duties where wearing a service uniform is not practical or appropriate. For this yellow book, the utility uniform includes the Army Combat Uniform (ACU) and the Improved Hot Weather Combat Uniform (IHWCU) in the Operational Camouflage Pattern (OCP), the Army Aircrew Combat Uniform (A2CU), the Combat Vehicle Crew Uniform (CVCU) in OCP, Food Service Uniform, the Hospital Uniform, Army Combat Shirt, and Army Physical Fitness Uniform (APFU). Each utility uniform has a headgear requirement (Note: the wear of the uniform by Sister Services will comply with service-specific governing regulations and instructions). The following covers general guidelines:

1. Soldiers will wear the appropriate utility uniform as directed by their Commander.
2. While off post in any establishment, the utility uniform, if worn, will be complete and neat and present a sharp Soldierly appearance, including while driving in a POV.
3. The utility uniform will not be worn in off-post movie theaters, exotic dance clubs, or during non-unit-sponsored recreational activities.
4. Soldiers will remain in complete uniform at all times. Unless specifically directed to by a Commander, they will not remove their tops while on work details, motor pools, offices, field environments, or POVs. Soldiers may remove their headgear while in civilian or government commercial vehicles unless directed by the commander. Soldiers are not authorized to wear baseball caps in uniform.
5. The subdued American flag is worn in the field environment but not in Garrison.
6. Brassards: EOD, CID, MP, CBRNE, FD, and CP are only worn while performing those duties.
7. Security identification/access badges: In restricted and limited access areas, commanders may prescribe the wear of security/access identification badges per AR 600-8-14 and other applicable regulations. Personnel shall not wear security/access identification badges outside the area for which they are required.
8. The Army Fleece Jacket (extended cold weather clothing system (ECWCS)) can be worn as an outer garment in garrison and locally off post. When not deemed practical by the unit commander for certain functions/duties or events where troops are in ceremonies or training (garrison and field), it shall not be worn.

## Army Combat Uniform



Figure 21. Army Combat Uniform.

1. The OCP is the only authorized pattern of the ACU. Soldiers will not wear the ACU in off-post establishments after normal duty hours (1900 hrs.) unless the duty day has been extended by special duty. Wear of the ACU in off-post establishments is unauthorized if the activities in the establishment center on alcohol consumption, regardless of if the establishment sells alcohol and food.
2. Soldiers will not starch the combat uniform under any circumstances. Using starch, sizing, and any process that involves dry cleaning or a steam press will adversely affect the treatments and durability of the uniform and is not authorized.
3. IAW AR 670-1, Soldiers may roll-up the sleeves on the ACU. Personnel will roll sleeves neatly above the elbow but no more than 3 inches above the elbow. When Soldiers wear the sleeves of the ACU coat rolled up, company-level commanders will determine if the unit rolls sleeves with the camouflage pattern exposed or turned inside out. The sleeves may only be down and cuffed inside the coat during field training exercises.



Figure 22. Cuffed Sleeves.

4. Soldiers will wear the trousers tucked into the top of the boots or bloused using commercial blousing devices or the drawstrings at the bottom of the trousers. Personnel will not wrap the trouser leg around the leg tightly enough to present a pegged appearance or insert any items inside the trouser leg to create a round appearance at the bottom of the trouser leg. The trousers should not extend below the third eyelet from the top of the boot when bloused.

5. Commanders may authorize the wear of the black or coyote brown fleece cap with the combat uniform in field environments when the Army combat helmet is not worn, on work details, or in other environments where wearing the patrol cap is impractical. This command decision is based on a risk assessment associated with weather and exposure. In garrison, units will authorize wear of the fleece cap with ACUs when the real feel temperature is below 45 degrees Fahrenheit. If an individual is wearing a fleece cap, they should also be wearing an outer garment/jacket and gloves, but that is left to commander discretion. In garrison, when not deemed practical by the unit commander for certain functions/duties or events where troops are in ceremonies, the fleece cap is not authorized for wear. The unit commander will determine the wear of the fleece cap in deployed environments. Personnel will wear the fleece cap pulled down snugly on the head. In order to wear the cap properly, the bottom edge (a portion of or all) of the cap may be folded but not rolled.

## Army Aircrew Combat Uniform



Figure 23. Army Aircrew Combat Uniform.

Uniform for Soldiers who wear the flight suit: The A2CU is worn on duty when flying, on standby awaiting a flight, or as directed by the commander. A2CUs are not authorized for everyday wear in garrison or office environments. The 100% cotton foliage green, tan t-shirts and the combat vehicle nomex are the only authorized t-shirts for wear with the A2CU.

## Combat Vehicle Crew Uniform



Figure 24. Combat Vehicle Crew Uniform.

1. The coverall is a one-piece design that has a front entry zipped closure, a drop seat, an extraction strap located at the upper back, and pockets located on the left sleeve, chest, right and left sides, right and left from hips, right and left upper thigh, and right and left lower legs. All pockets have slide-fastener closures. CVC uniforms in colors OG-106 and tan 380 are authorized for wear.

2. When wearing the CVC, Soldiers will wear the tier 1 modular scalable vest (MSV). The IOTV will not be worn because it is not flame resistant and does not provide a means to evacuate a crew member effectively. The helmet will consist of the hard-shell CVC. No CVC is authorized for wear without the hard outer shell.



Figure 25. Modular Scalable Vest.

## Food Service Uniform



Figure 26. Food Service Uniform.

Army Food Service Uniform: All food-handling personnel must wear the white cook uniform when performing their duties. The food service uniform is the daily work uniform for all enlisted Soldiers in the MOS 92G.

## Army Combat Shirt



Figure 27. Army Combat Shirt.

During field or tactical training, the Army Combat Shirt (ACS) may be worn in lieu of the ACU coat as prescribed by the commander. The ACS will NOT be worn in the DFAC, PX, shoppette, or anywhere outside the unit field training areas or ranges.

## Army Physical Fitness Uniform



Figure 28. Army Physical Fitness Uniform.

1. The APFU is authorized for wear off the installation.
2. Soldiers will wear a pair of white or black socks that are above the ankle (no-shows are unauthorized). Socks must be solid in color with no logos.
3. Conditioning foot marches will be done in the APFU with coyote combat boots or running shoes, IOTV/MSV/Tactical Plate Carrier (TPC) with a minimum of attached IFAK and yellow reflective belt/vest. If the MOLLE or assault pack is worn, the yellow reflective belt/vest will be worn around the rucksack during periods of darkness or limited visibility. The ACH or weapon is not authorized while wearing the APFU. Foot marches must be conducted off-roads on authorized PRT routes only. Road guards will be equipped with white lights during periods of darkness or limited visibility. Tactical foot marches will be done in ACU with combat boots, IOTV/MSV/TPC, patrol cap, or ACH, with all tactical equipment and weapons as directed by the commander of the training unit. Unit patches, the U.S. Army patch, rank, and name tape will be worn on the ACU while conducting tactical foot marches. Commanders have the discretion to conduct foot marches without any kit or combinations of the above uniform to help build endurance and the formation's ability to conduct foot marches with the full kit.
4. Individual purchase of distinctive unit PRT shirts must be voluntary.



5. The company is the lowest level authorized to have distinctive PRT shirts. The battalion commander will ensure company t-Shirts are appropriate and must approve unit t-shirts below BN level.
6. Logos will be in good taste with no profanity, nudity, or inappropriate images.
7. Short and long sleeve t-shirts and sweatshirts (without hoods) are authorized variations. Units can wear distinctive unit PRT shirts or sweatshirts with APFU jackets, hats, or gloves.
8. Division, Brigade, and Battalion Command Teams are encouraged to wear their unit's distinctive PRT shirts daily to be easily identified by Soldiers in the Division, Brigades, and Battalions.
9. The black or coyote brown fleece cap is authorized for wear with the APFU when the temperature is below 45 degrees or the commander has approved it. Wear of the cap in formation is authorized as long as uniformity is maintained.
10. The APFU is the only authorized uniform while conducting PRT on the installation, or in installation facilities between 0630 and 0730 during the duty week unless the servicemember has a written exemption (e.g., leave form, retention incentives).

# Tactical Uniforms

## Personal Protective Equipment



Figure 29. Personal Protective Equipment.

The Army has developed and fielded multiple pieces of personal protective equipment designed to protect Soldiers against hazards and threats. Today, the PPE includes but is not limited to, the army combat helmet, soft armor plater carriers with ballistic inserts, eye protection, ear protection, and gloves. It is essential that all Soldiers, regardless of rank, wear appropriate PPE to minimize the risk of serious injury. Leaders will rigorously correct all PPE standards violations.

All protective equipment will be worn during Live Fire Exercises. Commanders will direct the appropriate tactical gear worn during the exercise (e.g., ACH, IOTV). All troopers will wear the Individual First Aid Kit (IFAK) on the left side of their tactical uniforms.

Uniformity during training is required. Uniforms are tailored depending on the activity the unit is conducting as appropriate and approved by the unit Commander.

## Body Armor & Ballistic Protection



Figure 30. Body Armor.

1. Only CIF-issued plate carriers are authorized. No locally purchased plate carriers are authorized.

2. Individual Body Armor. The IOTV / MSV / Air Warrior (AW) Primary Survival Gear Carrier (PSGC) Plate Carrier will be worn closed with all snap, hook, and loop fastened, nametape, and rank. Battalion Commanders may dictate the wear standards. All vests will be cleaned and inspected after each field exercise/gunnery. Leaders will ensure all Soldiers have the Individual First Aid Kit (IFAK) attached to the IOTV/MSV, worn according to the wearer’s preference.

### Army Combat Helmet



Figure 31. Army Combat Helmet.

The ACH will have a cover, pad suspension system, retention system (chinstrap), camouflage band, and NVG mount (Front bracket assembly). Wear the ACH with the chinstrap always fastened.

### 1st Cavalry Division Uniform Standard

The 1st Cavalry Division uniform standard for field training or combat operation is “First Team Heavy”. This standard ensures that units are optimally prepared for combat. How a unit looks makes an impression on friend and foe; the standard for all 1st Cavalry Division Soldiers is to look like a professional, skilled, ready warrior. Standards on wear, uniformity, and maintenance depend on leader involvement and inspections. Uniform modifications are solely at the discretion of the commander.

First Team Heavy		
Duty Uniform ID Tags ID Card	ACH Eye Protection Ear Protection on hand Gloves Water Source FLK or TAPS with IFAK	IOTV/Plate Carrier with plates Pro Mask FLK/TAPS is not needed if attached to IOTV

Table 1. 1st Cavalry Division Uniform Standard.

## Live Fire Uniform



Figure 32. Live Fire Uniform.

When a unit is conducting any training that involves live fire munitions, the following uniform will be worn at all times on the firing line:

a. Combat uniform – OCP Coat, OCP Trousers, Undershirt (sand or tan), Belt, socks (tan, green, or black cushion sole), and Boots, combat (tan or coyote leather). The OCP Combat shirt is authorized at the unit commander's discretion.

b. In addition to the standard combat uniform, the following additions will be worn at all times on the firing line:

(1) Standard issue kevlar helmet w/cover, APEL eye protection, proper hearing protection, gloves, and an approved water source (e.g., camelback).

(2) Elbow and knee Pads, groin protector, and lumbar protector are not required. The wear and use of those items is at the unit commander's discretion.



1. Soldiers must have an inventory sheet completed by their first-line supervisor (CPL or Above).
2. Duffle bags will be clearly marked or tagged with the Soldiers Rank, Last Name, Last 4 SSN, and Unit IAW unit SOP.
3. The helmet band will have the battle roster (first letter of last name and last four) sewn or printed on the right, last name and blood type on the left.
4. The carry-on bag will be the military Assault Pack and be able to fit in an overhead bin or under the seat. No pillows, stuffed animals, etc., affixed to a carry-on bag.
5. **DO NOT BRING:** Alcohol, drugs, pornography, or flammables.

### **Off-Duty Behavior Appearance**

1. When visiting on-post and off-post public establishments, service members must be especially courteous and conduct themselves in a manner that does not discredit them, the 1st Cavalry Division, Fort Cavazos, or the Armed Forces.
2. Soldiers in uniform may consume alcohol in moderation with their dinner only if the establishment primarily serves food. The consumption of alcohol in uniform is authorized at unit-sanctioned events (stable call, Officer Call, Army Ball, et al.). Personnel may not wear the combat uniform in off-post establishments that primarily sell alcohol for consumption. Refer to III Corps and FH Regulation 210-65.
3. Those Service Members 21 or older in uniform may not purchase alcoholic beverages before 1700 on duty days (except on Fridays beginning at 1500). Refer to: III Corps and FH Regulation 210-65.
4. Off-Duty Appearance: Service members shall know and comply with the dress codes of the establishments they visit. In general, the professional atmosphere and high appearance standards maintained by uniformed military personnel in III Corps and Fort Cavazos should carry over into the selection of civilian attire. Wear of appropriate attire avoids public embarrassment and promotes a sense of community. It also fosters discipline, pride, and our Army Values. The following are examples of articles of civilian clothing and appearance that are inappropriate for wear in on-post or off-post facilities:
  - a. Clothing worn as an outer garment which is obviously intended to be worn as an undergarment. This does not include T-shirts or tank tops.
  - b. Clothing with sexist, racist, obscene, slanderous, or vulgar words or drawing to include clothing which makes disparaging comments concerning the US Government.
  - c. Articles of apparel which depict drugs or drug paraphernalia or which advocate the use of drugs.

d. Articles of apparel and grooming which could cause a sanitation problem or prove offensive because of a lack of cleanliness.

e. Bare feet in any facility except one where footwear is not appropriate, such as swimming pools.

5. Profanity. The public use of profanity is unacceptable. Service Members should be aware of their surroundings and be tactful and courteous at all times.

6. Racial or sexist epithets are unacceptable anywhere, at any time.

# **Part IV: Personal Conduct**

## **Professional Standards**

### **Platoon In-ranks Inspection**

1. The Platoon Leader and the Platoon Sergeant will conduct platoon-level inspections.
  - a. Inspections are focused on grooming standards, uniform standards, and proper Drill and Ceremony. In ranks inspections will be conducted a minimum of once a week. Command, Platoon Leader, First Sergeant, and Platoon Sergeant can direct additional in-ranks inspections during the week at their discretion.
  - b. IAW TC 3-21.5 inspections should be conducted by platoons in a company, battery, or troop formation.
  - c. CDRs and 1SGs will establish a certification process to ensure platoon sergeants are prepared to conduct inspections and will conduct random, periodic inspections of their subordinate platoons.
  - d. Corrections will be made to ensure Soldiers understand their deficiencies and receive feedback. NCOs will follow-up to ensure deficiencies are corrected.
  - e. First Sergeants or Platoon Sergeants will conduct After Action Reviews after the in-ranks inspections with the Squad Leader and Junior NCO on the execution of the inspection.

### **Most Violated Standards**

1. Wearing the ACU off post after 1900 hrs. for non-emergencies.
2. Wearing dirty/unserviceable headgear, ACUs, Boots, IOTV.
3. Boots bloused below the third eyelet or not at all.
4. Headgear improperly worn (kicked back or pulled down).
5. FRACU and ACU mixed.
6. Not wearing head gear (pumping gas, walking into PX/Shoppette).
7. Walking on run routes.
8. Not keeping haircut IAW AR 670-1.
9. Walking and talking/texting/or other activity on a cell phone while in uniform.



10. Soldiers NOT utilizing hands-free devices while operating a vehicle (including a motorcycle or bicycle) either talking or texting.
11. Wearing coveralls outside of Motor Pool.
12. Not taking off security badges after departing the workplace.
13. Wearing Motorcycle PPE to and from parking lots.
14. Failing to render a courtesy (greeting) when passing.
15. Taking a "smoke break" with no head gear.
16. Failure to show ID card at post facility when asked by a Civilian.
17. Cuffing ACU sleeves when not conducting field training exercises.
18. Hands in pockets.
19. Wearing Stetson and non-subdued patches off the installation.
20. Beards not within standards.
21. Mustaches not within standards..
22. Referring to junior enlisted or NCOs by their pay grade and not their rank.
23. Fake eye lashes.

### **Public Consumption of Alcohol**

1. Service members will not possess open containers of alcohol in vehicles. Service members must abide by state and local laws regarding possessing open containers of alcohol on foot.
2. Alcohol will not be consumed on any road, alley, parking area, or outside any public building on Fort Cavazos (Ill Corps and FH Regulation 210-65).
3. SERVICE MEMBERS DO NOT DRINK AND DRIVE! Service members will know and use the designated driver rule. In lieu of a designated driver, use public transportation such as taxis, Uber, or Lyft, or contact your chain of command for a ride home.
4. In the state of Texas, the legal limit for driving while intoxicated is a .08% blood alcohol content (BAC) for drivers aged 21 and over. For drivers under 21, any detectable amount of blood alcohol exceeds the legal limit for driving while intoxicated. Service members under 21 shall not consume alcohol on or off post.

5. An order from competent authority to submit to UA or breathalyzer or blood sample alcohol test is presumed a lawful order. Soldiers who fail to obey such orders may be the subject of appropriate disciplinary action under the UCMJ.

## Off Limits Establishments/Areas:

In accordance with Army Regulation 190-24, *Armed Forces Disciplinary Control Boards (AFDCB)*, and *Off Installation Liaison and Operations* or emergency declarations, the III Corps Commander prohibits certain off-post establishments to military personnel. As a matter of policy, a change in ownership, management, or name of an off-limits establishment or area does not, in and of itself, revoke the off-limits restriction. Policy Letter #7 (Off Limits Establishments/Areas)—which can be accessed at the link below—lists current off-post establishments/areas and is punitive at all times. Servicemembers will check the policy letter regularly for updates.

<https://home.army.mil/cavazos/about/iii-corps-fort-Cavazos-policy-letters>

## Military Customs & Courtesies

### Saluting



Figure 33. Saluting.

The exchange of a salute is a visible sign of good order and discipline, and mutual respect between military professionals. Saluting is an outward sign of unit pride and esprit de corps. IAW AR 600-25 each salute should be rendered with a greeting and response. When approaching an officer, the greeting by a 1st CAV Soldier is “First Team, Sir or Ma’am” upon recognition and within six paces of an officer. The appropriate response from a 1st CAV officer will be “Live the Legend.” When approaching an NCO, the appropriate greeting of the day will be rendered, “First Team, Sergeant.” The response from the NCO will be “Live the Legend.” NO SILENT PASSING!

When in a group of three or more Soldiers, the Soldier who identifies a superior officer will call the group to “Attention,” salute for the group and render the greeting of the day (“Group Attention,” “First Team, Ma’am”).

Be alert for general officers and other senior officer vehicles, which are identified with plates depicting their rank attached to the front of the vehicle. Proper military courtesy requires that you salute these officers as they pass.

## **Addressing Officers and NCOs**

Listed below are standards that will recognize the rank, authority, and positions of those in our chain of command, re-enforce mutual trust, maintain professional boundaries, and build a strong chain of command.

Addressing an officer: Those of junior rank will address the more senior officer by rank and last name or by “Sir” or “Ma’am.”

The more senior officer will address the junior member by rank and last name.

When appropriate, duty titles (“The CO,” “The PL”) or call signs (Saber 6, Red 1) can be used in an informal setting.

The use of first names by senior officers to junior officers has become a cultural norm, but should be used during informal or social settings.

Addressing a Non-commissioned Officer: The junior Soldier will address the more senior NCO as “Sergeant” or by full rank and last name. Officers will address NCOs by rank and name or by rank (ref. AR 600-20 para. 1-7).

During NCO-to-NCO interactions, first-name exchanges should be avoided while on duty, specifically in the presence of junior enlisted.

Referring to Officers and NCOs: Officers and NCOs will not be referred to by their pay grade (e.g., “Tell all E6s to report to the HQ,” “We have E-7s in First Sergeant Positions,” “We have a great crop of O-4s in the staff.” Officers and NCOs will be referred to by their rank (Tell the Staff Sergeants to report to the HQs,” We have a number of Sergeant First Class in First Sergeant positions).

Junior enlisted will also be referred to by their rank (PFC, SPC) and not their pay grade (E-3, E-4) – they have earned their rank and deserve to be recognized as professional Soldiers.

When describing an officer, it will be by rank (The Captain) or by position (The Commander), and not by “The Sir” or “The ma’am.”

When describing a group of male officers, you may use “Gentlemen” or, for female officers’ “Ladies.” Do not use “the Sirs” or “The Ma’ams.”

## **Reveille and Retreat and National Anthem**

Reveille: When outside in or out of uniform, not in formation, and you hear “Reveille,” you will face towards the US flag; if visible, assume the position of “Attention” and salute. If the US flag is not visible, face towards the music, assume the position of attention, and salute on the first note of “Reveille.” During “Reveille,” all vehicles in the area will stop, and military occupants will dismount their vehicles and render the proper courtesy. When in formation or a group, the senior Soldier should bring the formation to attention and present arms. If you are in civilian attire and hear “Reveille,”

you are expected to remove all headgear and place your right hand over your heart or render a salute. "Spirit of the CAV" will immediately follow Reveille, remain at attention, and sing your division song.

Retreat: When outside in or out of uniform, not in formation, and you hear "Retreat," you will face towards the US flag, if visible, and assume the "Position of Attention." If the U.S. flag is not visible, face toward the music and assume the "Position of Attention." You will then salute upon hearing the first note of "To the Colors."

While in a formation on the first note of "Retreat," the Leader in front of the formation will bring the formation to "Position of Attention" and then "Parade Rest." Then bring the formation to the "Position of Attention" and "Present Arms" at the first note of "To the Colors."

During "Retreat," all vehicles in the area will stop, and military occupants will dismount their vehicles and render the proper courtesy. If you are in civilian attire outdoors and hear "Retreat," you are expected to stand at attention and, on the first note of "To the Colors," remove all head gear, place your right hand over your heart, or render a proper salute.

Army Song and unit songs: Soldiers will stand at attention and sing "The Army Song" and unit songs whenever they are played.

# **Barracks and Housing**

## **BDE/BN Staff Duty Requirements**

At the brigade and battalion/squadron levels, the staff duty OIC and NCOIC will conduct separate walk-throughs of the brigade and battalion footprints, respectively, during the duty day, checking for cleanliness and security. Each will also conduct a walk-through after duty hours before midnight and after duty hours after midnight. This totals six walkthroughs for each brigade and each battalion/squadron. This requirement will reflect in brigade and battalion staff duty SOPs.

At the company/battery/troop levels, the CQs will conduct one check upon assuming duties to check for cleanliness and security. After 1800, the CQs will conduct a roving guard every other hour, looking for cleanliness and security violations. If any deficiencies are found, the CQ will immediately report to the CQ NCOIC or battalion/squadron staff duty. This requirement will reflect in CQ SOPs.

## **Overnight Visitation**

There are no authorized overnight visitations. All guests must vacate rooms by 0200 daily.

## **Alcohol Possession Limits in Barracks**

If servicemembers are 21 years of age or older, there is no alcohol limit in the barracks. There is absolutely no underage drinking permitted.

## **Minors**

There are no minors authorized in the barracks unless escorted the entire time with their parent or guardian. There are no exceptions to this policy.

# Sponsorship

The Total Army Sponsorship Program (TASP) assists commanders in executing their basic responsibility to assist Soldiers, DA Civilian employees, and Families in successfully relocating into and out of their commands. This includes the exchange of correspondence between the incoming personnel and a sponsor within and outside of the TASP Module in the Army Career Tracker before the individual's arrival, and assistance and orientation into the unit and community after arrival.

Sponsorship will be conducted on a tiered approach.

(1) *Tier I.* AIT and Officer Basic Course graduates will have a sponsor before the publication of orders. An ETP must be signed by the first general officer/senior executive service equivalent in the Soldier's chain of command. The first general officer/senior executive service equivalent may delegate ETP authority down to the BDE commander or equivalent leaders of similar organizations on a case-by-case basis.

(2) *Tier II.* Soldiers, noncommissioned officers (NCOs), and officers in the grades of private to staff sergeant, second lieutenant to captain, and warrant officer one to chief warrant officer two will require sponsorship at the unit level before conducting their final out at the losing installation. ETP must be signed by the first general officer in their chain of command. The first general officer/senior executive service equivalent may delegate ETP authority to the BDE commander or equivalent leaders of similar organizations.

(3) *Tier III.* NCOs and officers in the grades of sergeant first class to sergeant major, chief warrant officer three to chief warrant officer five, and major to colonel may request sponsorship.

The responsibilities as part of TASP are below:

## **Incoming Soldier**

Receives Sponsor Notification and Welcome Letter  
Receives ACT system notification to complete DA Form 5434, Sections 1,2,4,5  
Responsible for completing DA Form 5434, Sections 1,2,4,5  
Completes Sponsorship Surveys

## **Sponsor**

Completes DA Form 5434, Section 3  
Input in ACT Physical Contact Date with Incoming Soldier  
Works with Incoming Soldier throughout the transition

## **Brigade (BDE) Unit Sponsorship Coordinator and Battalion (BN) Unit Sponsorship Coordinator**

Responsible for identifying local sponsors  
Sends ACT system notification and Welcome Letter to Incoming Soldier

Responsible for assigning Coordinators (Brigade Coordinator only)  
Creates the Sponsor-Incoming Soldier relationship in ACT  
Monitors local Sponsorship Program metrics.

### **Installation Sponsorship Liaison / Reassignment Work Center Coordinator (RAWCC)**

Responsible for assigning Coordinators  
Responsible for updating Family travel status in ACT Sponsorship Portal  
Enters Orders Published Date for outgoing personnel  
Receives ACT system notification that Incoming / Outgoing Soldiers are on assignment to and from their installation  
Monitors Installation-level Program via Sponsorship Dashboard  
Can view/print DA Form 5434  
Runs report via ACT Reporting for overall program metrics.

### **Human Resources Command**

Issue assignment instructions per Army Regulations  
Officers: transmit RFO through TOPMIS daily  
Enlisted: Process assignments through EDAS to initiate RAWC to process reassignment

# Part V: Protecting the Force

## SHARP Battle Drill

The 1st Cavalry Division, in accordance with the SHARP Program's mission, aims to reduce with an aim toward eliminating, sexual offenses within the Army through cultural change, prevention, intervention, investigation, accountability, advocacy/response, assessment, and training to sustain the All-Volunteer Force.

Brigade and Battalion Sexual Assault Response Coordinators (SARCs) and Victim Advocates (VAs) receive training certified by the Department of Defense Sexual Assault Advocate Certification Program (D-SAACP). They are credentialed through the National Organization for Victim Assistance (NOVA). SARCs and VAs are trained to assist Soldiers with sexual assault reporting, seeking medical attention, and victim services. They also provide 24/7 response capabilities with shared responsibilities of manning the III Corps SHARP Hotline. Along with assisting the victims, SARCs and VAs support the commanders with climate and culture assessments through surveys, prevention, and awareness through annual training.

### Sexual Harassment

Title 10 USC 1561 defines the term “sexual harassment” to mean any of the following:

1. Conduct that involves unwelcomed sexual advances, request for sexual favors, and deliberate or repeated offensive comments or gestures of sexual nature when:

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

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

c. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance; or

d. Is so severe or pervasive that a reasonable person would perceive, and the victim does perceive, the environment as hostile or offensive.

2. Any use or condition, by any person in a supervisory or command position, of any form of sexual behavior to control, influence, or affect the career, pay, or job of a member of the Armed Forces or a Civilian employee of the DoD 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.

a. There is no requirement for concrete psychological harm to the complainant for behavior to constitute sexual harassment. Behavior is sufficient to constitute sexual harassment if it is so severe or pervasive that a reasonable person



would perceive, and the complainant does perceive, the environment as hostile or offensive.

b. There is no requirement for concrete psychological harm to the complainant for behavior to constitute sexual harassment. Behavior is sufficient to constitute sexual harassment if it is so severe or pervasive that a reasonable person would perceive, and the complainant does perceive, the environment as hostile or offensive.

c. Sexual harassment can occur through electronic communications, including social media, other forms of communication, and in person.

d. Using disparaging and/or sexualized terms may contribute to an unlawful hostile environment and thus will not be tolerated. Leaders at all levels will protect their teams against sexual harassment and proactively ensure their environments are free from all forms of sexual harassment.

e. Any deliberate or repeated unwelcome verbal comment or gesture of a sexual nature by any member of the Armed Forces or Civilian employee of the DoD.

Sexual Harassment reports have three reporting options: Formal, Informal, and Anonymous.

1. **Formal** – Formally to a full-time brigade level-SARC. When the brigade commander initiates an investigation, disposition and resolution are addressed at the command level, and complaint processing is documented in ICRS. Soldiers can file formal sexual harassment complaints on the DA Form 7746, documenting the nature of the complaint and the requested remedies.

2. **Informal** – An informal complaint is any complaint that a Soldier, DA civilian, or Family member does not wish to file in writing. In this type of complaint, the complainant believes the situation can be resolved through discussion, problem identification, counseling, and/or clarification of the issues. Informal complaints may be resolved directly by the individual, with the help of another unit member, the commander, or another person in the complainant's chain of command. These cases are not required to be reported to higher headquarters, but the SARCs should maintain a memorandum for record. While those involved try to promote confidentiality throughout, it is not guaranteed or promised.

3. **Anonymous** – An anonymous complaint is a report of sexual harassment from an unknown or unidentified source, regardless of the means of transmission. The individual reporting the information is not required to divulge any PII. Commander will publicize and enable anonymous reporting through organizational hotlines, email, or official telephone lines.

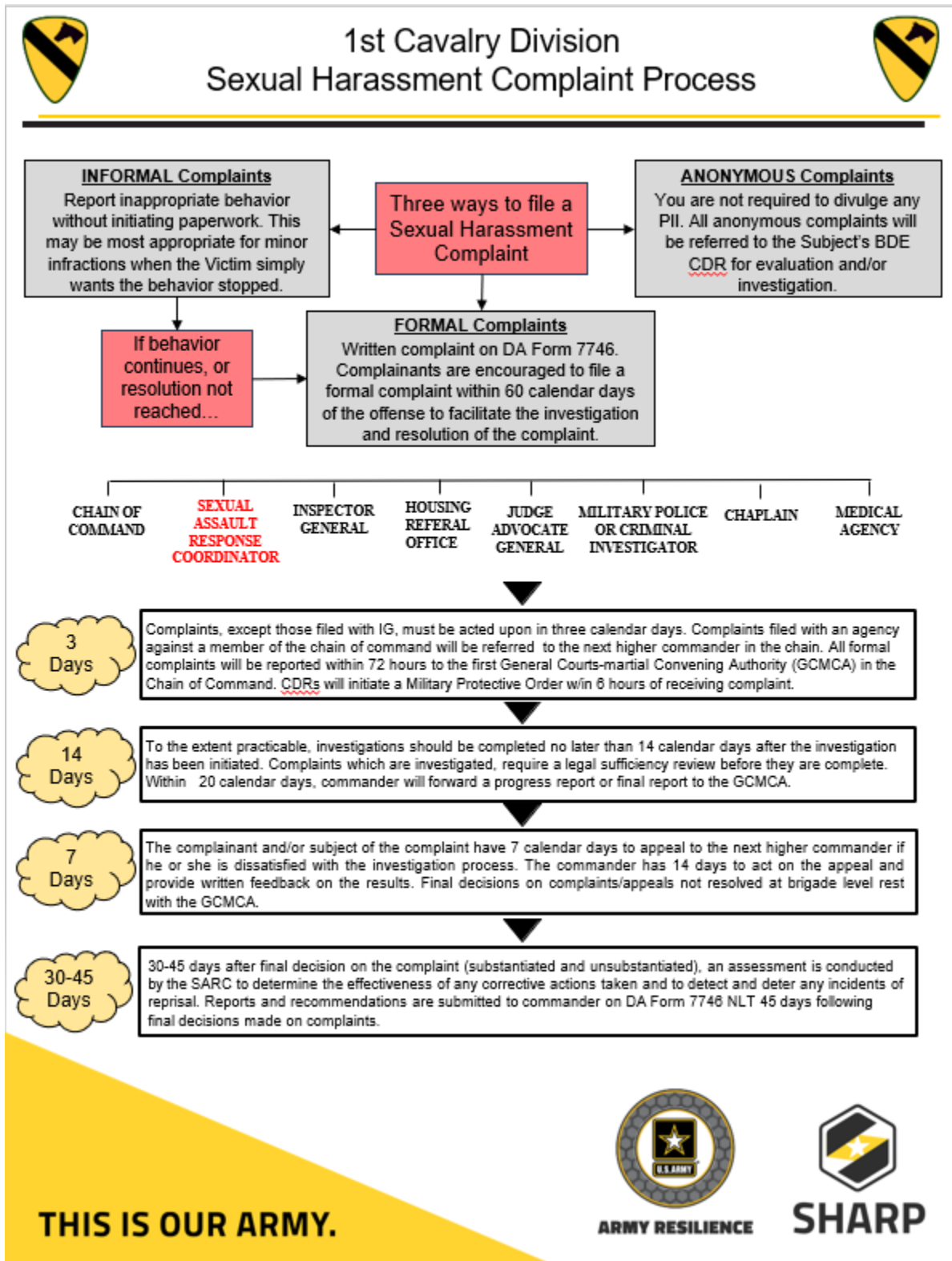


Figure 34. Sexual Harassment Complaint Process.

### Sexual Assault

Sexual assault is a crime defined as intentional sexual contact, characterized by the use of force, threats, intimidation, or abuse of authority or when the victim does not

or cannot consent. Sexual assault includes a broad category of sexual offenses consisting of the following UCMJ offenses: rape, sexual assault, aggravated sexual contact, abusive sexual contact, or attempts to commit these acts.

There are two reporting options for sexual assault: Restricted and Unrestricted reporting.

1. **Restricted** – Restricted reporting allows a victim to confidentially disclose a sexual assault without triggering an official investigation. This allows victims to receive medical treatment, advocacy services, legal assistance, and counseling. Soldiers who are sexually assaulted and desire restricted reporting should report the assault to the SARC, VA, or a healthcare provider. Chaplains do not receive restricted reports of sexual assault (SA). They can be confided in and maintain confidentiality but do not receive or process reports. Healthcare providers can receive a complaint (and maintain confidentiality) but not process it. They must contact a SARC to file the complaint on a DA FORM 2910 (Victim Reporting Preference Statement). Anyone eligible to file a restricted report may do so regardless of the chain of command knowledge of the assault. The only exemption to this rule is if the victim directly reports the assault to law enforcement or if the victim previously reported the same assault as unrestricted.

2. **Unrestricted** – Unrestricted reporting allows a victim of sexual assault to receive medical treatment, advocacy services, legal assistance, and counseling. However, this report will trigger an official investigation of the crime. A victim may report the incident to the SARC or VA specialist, but upon notification, law enforcement will be contacted by the victim's commander as soon as they are aware and no later than 24 hrs/48 hrs if in a deployed environment. Details regarding the incident will be limited to only those with a legitimate need to know.

### **Commander's Response**

1. Take immediate steps to ensure the victim's safety, security, and medical treatment needs (**in person, face-to-face**). Inform the victim they still have the option to file a **Restricted Report**.

2. Protect the victim's confidentiality (don't wait for rumors, be proactive and control the flow of information).

3. Ensure law enforcement is notified within 24 hrs, 48 hrs if in a deployed environment (**CID 254-258-1284**).

4. Notify SARC/VA.

5. Notify Legal BJA.

6. Ensure the victim has support (advocate, friend, Chaplain (**SVC 254-702-2187**)).

7. Determine how to best separate the victim and subject (consult with BN and BDE CSM for barracks moves). III Corps SHARP SOP requires the subject to be

moved to a separate BN from the Victim. Brigade CDR is the approving authority for exemptions for this action.

8. Submit a SHARP Serious Incident Report (SIR), Serious Incident Reporting & Commander's Critical Information Requirements (NO PII).

9. If the subject is in the same unit as the victim, ensure Soldier is flagged and security clearance suspended (**always consult legal first**).

10. **Prepare SAIRO**



# 1st Cavalry Division Unrestricted Sexual Assault Report Process

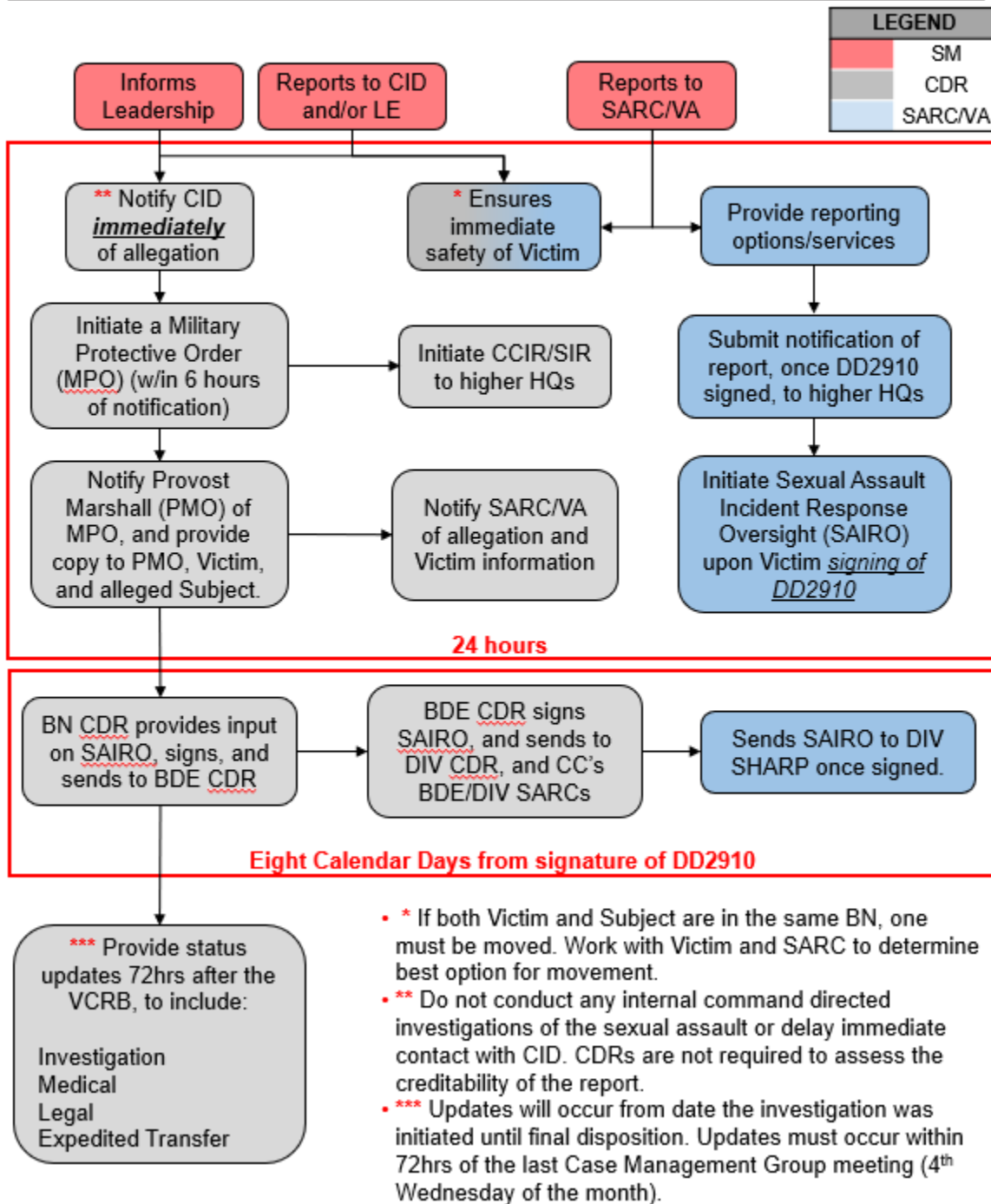
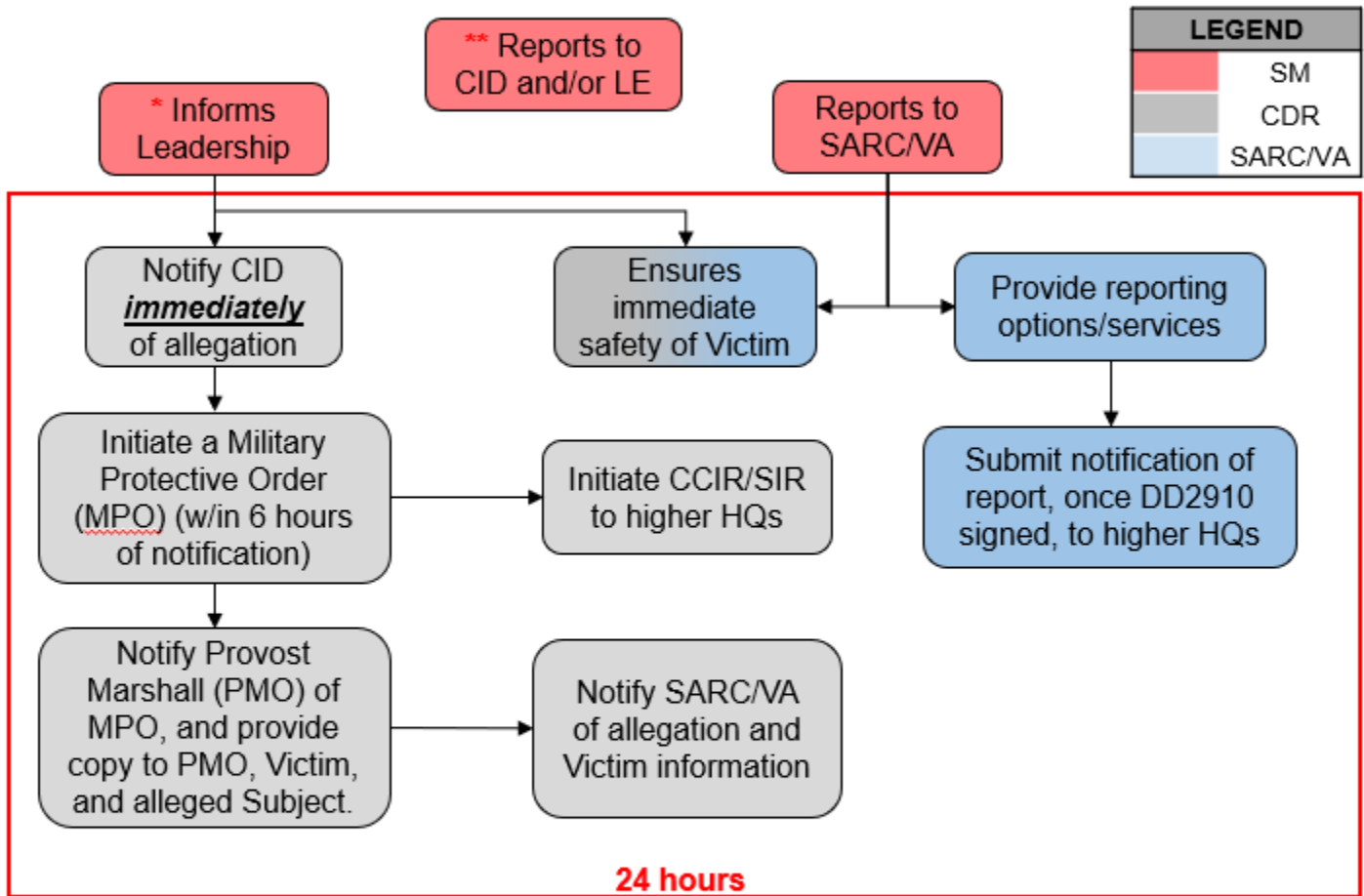


Figure 35. Unrestricted Sexual Assault Report Process.



# 1st Cavalry Division Restricted Sexual Assault Report Process



- \* Victim can report an allegation of Sexual Assault to their Chain of Command, and still have the option to file a Restricted Report
- \*\* If Victim reports the Sexual Assault to Law Enforcement or CID, the Restricted Report option is no longer available to the Victim
- Victim's can convert their Restricted Report to Unrestricted at any time, but cannot go from Unrestricted to Restricted

Figure 36. Restricted Sexual Assault Reporting Process.

# Equal Opportunity Report Battle Drill

**1st Cavalry Division EO Mission Statement** – People are our greatest resource, and my command teams will create an environment where everyone is treated with dignity and respect. I expect leaders to build and maintain cohesive teams focused on accomplishing the mission. In addition, I expect my leaders to foster and maintain a positive command climate and take immediate action to resolve complaints of discrimination and harassment. Our ability to accomplish our mission depends on the readiness of every team member, both military and civilian, and on maximizing their contributions to the unit's efforts by making the most of their skills. My command is committed to fostering an environment that builds strength and promotes diversity, equity, and inclusion.

Attempts should be made to resolve concerns at the lowest possible level within an organization. However, sometimes lower-level resolutions fail, situations escalate, or the act is too malicious for lower types of resolution and requires the Military Equal Opportunity complaint Process.

1. There are three types of complaints.

- a. **Anonymous** – Complaint where the complainant remains unidentified and may be handled as either an informal or formal complaint and entered in the MEO database. The commander will determine if sufficient information is provided to proceed as either an informal or formal complaint. Actions taken regarding anonymous complaints will depend on the extent of the information provided. The installation 24/7 MEO and Harassment Hotlines is an additional avenue for Soldiers to anonymously report incidents of MEO and harassment. The hotline report should be resolved within 60 calendar days.

- b. **Informal** – An informal complaint is one that a complainant does not wish to file in writing on a DA Form 7279. Informal complaints may be resolved directly by the complainant addressing the offending party, a peer, or another person in or outside the complainant's chain of command or NCO support channel, the EOL, or the MEO professional when practical. An informal complaint should be resolved within 60 calendar days.

- c. **Formal** – A formal complaint is one that a complainant files in writing using DA Form 7279 and swears to the accuracy of the information. Only MEO professionals or commanders can receive formal MEO and harassment complaints. Formal complaints require specific actions and are subject to timelines, and require documentation of the actions taken. Soldiers have 60 calendar days from the date of the alleged incident to file a formal complaint. The time limit is established to set reasonable parameters for the inquiry or investigation and resolution of complaints, including ensuring the availability of witnesses, accurate recollection of events, and timely resolution or remedial action. If a complaint is received after 60 calendar days, the commander may investigate the allegations or appoint an investigating officer.

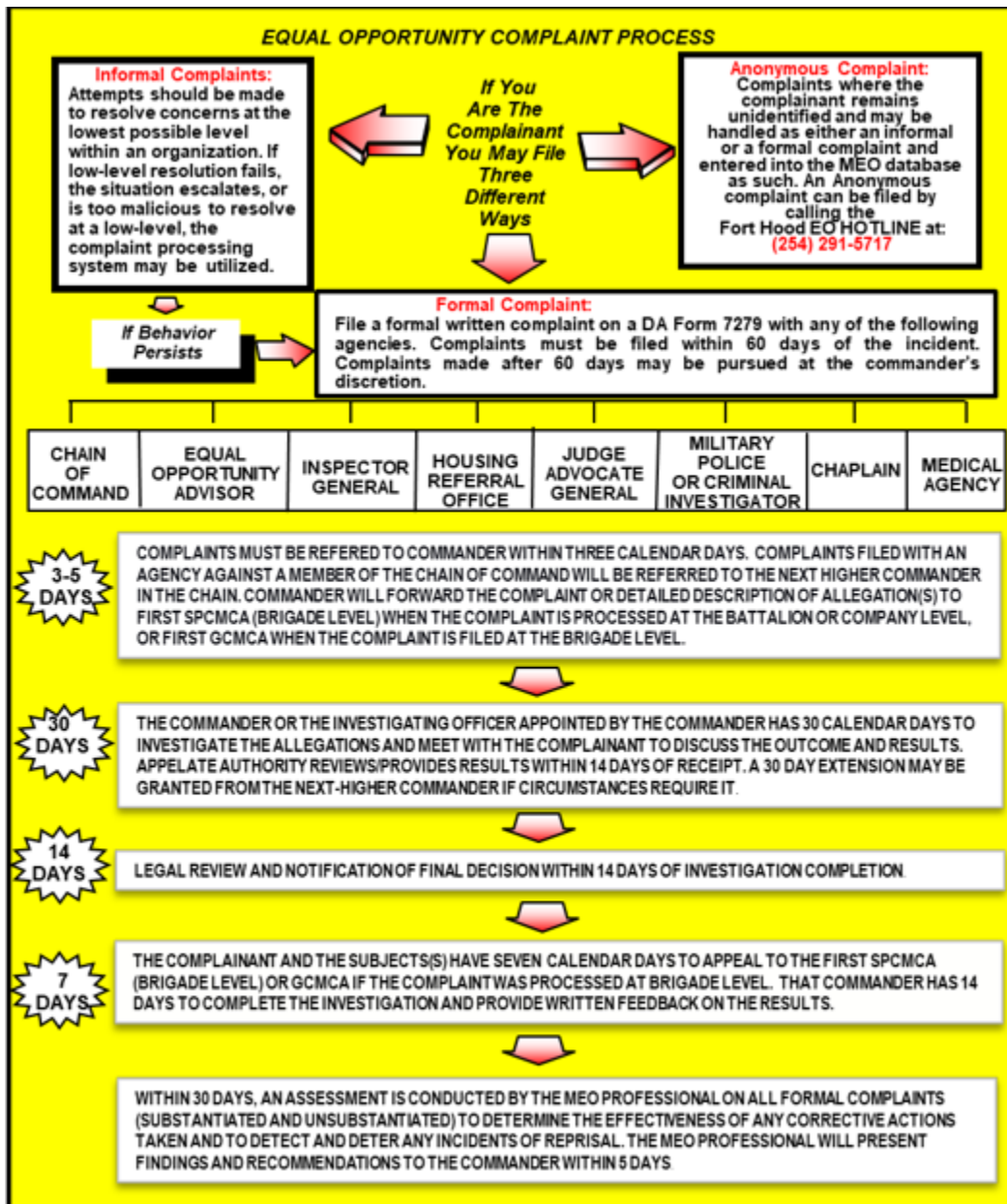
2. Concerns raised and/or resolved outside of the complaint processing system are considered problem resolution or leadership actions and are not considered MEO or harassment complaints.

3. Incidents involving allegations of criminal behavior, such as violations of the Uniform Code of Military Justice, will be reported or referred to law enforcement.

4. You are encouraged to file a report without fear of reprisal or retaliation. Any act of reprisal, retaliation, or attempt to discourage the filing of an MEO complaint is prohibited and not tolerated in this command. Complainants and victims will be protected from acts of, or threats of, reprisal and/or retaliation.

5. I encourage anyone experiencing unlawful discrimination, reprisal, or retaliation to report it to their chain of command using the Commanders Open Door Policy. Soldiers and Family members may also contact the 1 CD Equal Opportunity (EO) Staff Office at 254-553-9383 or 254-283-6436 at building 28000, 761st Tank Battalion Avenue, Fort Cavazos, Texas. Civilian employees, please contact the Equal Employment Opportunity (EEO) Office at building 1001, room 228, on Fort Cavazos.





**Fort Hood EO Hotline:**  
**(254)-291-5717**

Figure 37. EO Complaint Process.

## Suicide Ideation/Attempt Battle Drill

What To Do If Battle Buddy Makes Suicidal Statements:

1. If present with your Battle Buddy, stay by their side. Even if you don't know what to say, your presence allows them to not feel alone, and this also keeps them safe.
2. While with your Battle Buddy, call your first line to alert them that your Battle Buddy will need to be escorted to Carl R. Darnall Army Medical Center (CRDAMC) Emergency Room. If already in a vehicle and you can take your Battle Buddy to CRDAMC Emergency Room OR the NEAREST EMERGENCY ROOM, escort them and alert your first line when you have arrived. Please see below for address:

### 3. **Carl R. Darnall Army Medical Center (CRDAMC) Emergency Room**

Carl R. Darnall Army Medical Center  
590 Medical Center Road  
Bldg. 36065  
Fort Cavazos, TX 76544

**Hours: Open 24 hours a day, 7 days a week**

**Phone: (254) 288-8114**

4. For urgent care needed, such as an overdose, Battle Buddy is unwilling or combative, Battle Buddy is unable to walk themselves or command cannot be reached, **Call 911 for immediate assistance.**

# Absent/Unknown Soldier

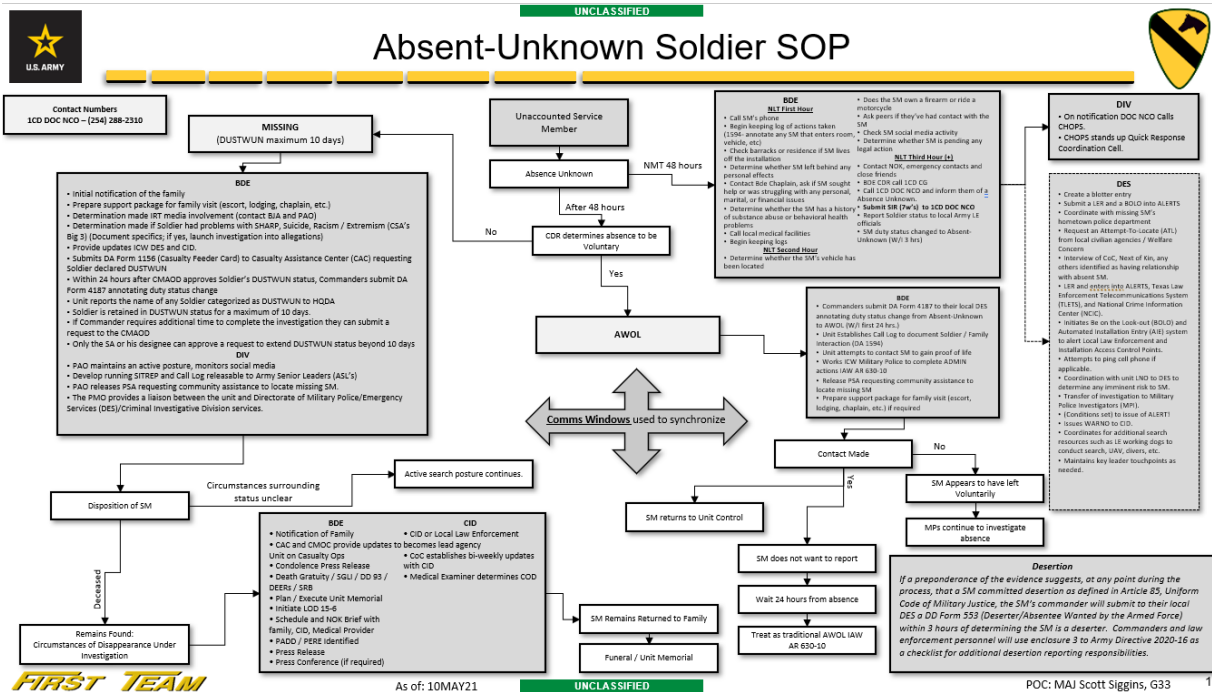


Figure 38. Absent-Unknown Battle Drill.

The Army will always place people first and never leave a Soldier behind. Army policies will reinforce our focus on caring for Soldiers and Families.

1. Commanders will change the duty status of any Soldier determined to be absent from the place of duty to "absent-unknown." This duty status change must occur within 3 hours of discovering that the Soldier's whereabouts are unknown. Soldiers will not be in this duty status for longer than 48 hours.

2. When a Soldier is listed as absent-unknown, unit leaders and Army law enforcement officials will make every effort to locate the Soldier. Unit commanders will report the Soldier's status to local Army law enforcement officials (Directorate of Emergency Services, or DES) within 3 hours of discovering the Soldier is absent. Unit commanders or their designated representatives will notify the next of kin within 8 hours of discovering the Soldier is absent.

3. Within 3 hours of notification that a Soldier is listed as absent-unknown, DES will:

a. Create a blotter entry.

b. Submit a Law Enforcement Report (LER) and a Be-On-The-Lookout (BOLO) to the Army Law Enforcement Reporting and Tracking System (ALERTS).

c. Enter all relevant information into the Missing Persons File of the National Crime Information Center (NCIC) database. (The Missing Persons File entry into the NCIC database notifies civilian law enforcement (LE) agencies of the circumstances, enabling the civilian LE agency to notify the Army if the civilian LE agency contacts the Soldier).

d. Request an Attempt-To-Locate (ATL) from local civilian LE agencies.

4. If the Soldier cannot be located within 48 hours, commanders will decide whether the Soldier's absence is voluntary or involuntary. If the commander determines, by a preponderance of evidence, that the Soldier's absence is voluntary, the duty status will be reported as AWOL. An AWOL determination can occur at any time once the Soldier is discovered absent from the place of duty; there is no requirement to wait 48 hours. If there is credible evidence to determine the absence is involuntary or insufficient evidence to conclude the absence is voluntary, Soldiers will be reported as "missing." A determination that the Soldier is missing can occur at any time once the Soldier is discovered absent from the place of duty; there is no requirement to wait 48 hours. Commanders will report as missing any Soldier who indicates the potential for self-harm and is not located during the initial 48 hours.

5. Soldiers reported as missing are classified as DUSTWUN casualties, and the Army will execute casualty operations accordingly.

a. AWOL Soldiers.

(1) Within 24 hours after the Soldier is determined to be AWOL, commanders must submit to their local DES a Department of the Army (DA) Form 4187 (Personnel Action) annotating the duty status change from "absent-unknown" to "AWOL."

(2) Within 3 hours of receiving the DA Form 4187 submitted by the commander, the installation DES will: complete a blotter entry, submit an LER and BOLO into the ALERTS, enter pertinent information into the Missing Persons File of the NCIC database, and request an ATL from local civilian LE agencies.

b. DUSTWUN Soldiers.

(1) As soon as there is credible evidence that a Soldier's absence is involuntary, regardless of duty status, commanders will submit to the servicing Casualty Assistance Center (CAC) a DA Form 1156 (Casualty Feeder Card) signed by the commander with Special Court Martial Convening Authority, requesting the Soldier be declared as DUSTWUN.

(2) Within 24 hours after CMAOD approves the Soldier's status as DUSTWUN, commanders will submit to their local DES a DA Form 4187 annotating the duty status change from "absent-unknown" to "missing." Once approved, CMAOD will coordinate accordingly for follow-on documents and investigations as prescribed in AR 638-8, paragraph 11-3.

(3) Units will report to Headquarters, Department of the Army (HQDA) the name of any Soldier categorized as DUSTWUN, in accordance with HQDA Senior Leader Commanders Critical Information Requirements #50 (Incident of Concern to HQDA).

(4) A Soldier is typically retained in DUSTWUN status for a maximum of 10 days. The unit commander will submit a DD Form 2812 (Commander's Preliminary Assessment and Recommendation Regarding Missing Person) and an informal investigation to the U.S. Army Human Resources Command (HRC) via CMAOD within 10 days of the incident. If commanders require additional time to complete the investigation or request to continue categorizing the Soldier's casualty status as DUSTWUN, commanders will submit a request to CMAOD. Only the Secretary of the Army or Secretary's designee can approve a request to extend DUSTWUN casualty status beyond 10 days.

c. Status change. If the Soldier returns to military control or the Soldier is deemed AWOL after being declared DUSTWUN, the commander will coordinate the status change with the servicing CAC and CMAOD and forward the completed investigation to CMAOD within 10 days.

d. Desertion. At any time, if a preponderance of the evidence suggests that the Soldier committed desertion as defined in AR 190-9, within 3 hours, commanders will submit to their local DES a DD Form 553 (Deserter/Absentee Wanted by the Armed Forces). Commanders and LE personnel must use enclosure 3 of this directive as a checklist for additional desertion reporting responsibilities.

# Important Contact Numbers

## Fort Cavazos Family Advocacy Program

Main Line.....254-286-6774

### 1st Cavalry Division SHARP Office

Program Manager .....254-287-9383/254-630-7609  
SARC.....254 618-8305/254-432-9238  
VA.....254 285-5980/254-392-2656  
1st Armored Brigade Combat Team ..... 254-449-5370  
2nd Armored Brigade Combat Team ..... 254-289-3192  
3rd Armored Brigade Combat Team..... 254-383-7856  
1st Air Cavalry Brigade..... 254-415-5835  
1st Cavalry Division Sustainment Brigade ..... 254-630-7609

### 1st Cavalry Division Equal Opportunity

EO OIC.....254-289-2978 EO NCOIC.....254-285-6436/580-919-7241  
EO Advisor..... 254-702-0483  
1st Armored Brigade Combat Team.....404-784-2412  
2nd Armored Brigade Combat Team ..... 254-383-2730  
3rd Armored Brigade Combat Team.....254-368-9822  
1st Air Cavalry Brigade..... 704-7889296  
1st Cavalry Division Sustainment Brigade .....254-630-3167

### 1st Cavalry Division Retention

Retention SGM..... 254-287-3711 Retention OPS MSG.....254-287-0917  
Jr. Operations NCO.....254-287-4422

### 1st Cavalry Division Chaplain

Chaplain.....254 553-0580/334-468-4016  
Deputy Chaplain.....254 287-9419/254-681-2754

### 1st Cavalry Division Inspector General

OIC.....254-287-9377

Additional installation numbers can be accessed at: [Directory :: Ft. Cavazos :: US Army MWR](#)