

IET

TNSG PAMPHLET 600-4

1 June 2004

Soldier's Handbook



Loyalty

Duty

Respect

Selfless-Service

Honor

Integrity

Personal Courage

**HEADQUARTERS
Tennessee State Guard
PLDC School
Nashville, Tennessee**

THE TENNESSEE GUARD CREED

I am a State Guard Soldier. I am a member of the State Guard Military—a protector of the greatest state on earth.

Because I am proud of the uniform I wear, I will always act in ways creditable to the military service and the state it is sworn to guard.

I am proud of my own organization .I will do all I can to make it the finest unit of the Military.

I will be loyal to those under whom I serve. I will do my full part to carry out orders and instructions given my unit or me.

As a soldier, I realize that I am a member of a time-honored profession—that I am doing my share to keep alive the principles of freedom for which my state stands.

No matter what situation I am in, I will never do anything, for pleasure, profit, or personal safety, which will disgrace my uniform, my unit, or my state.

I will use every means I have, even beyond the line of duty, to restrain my military comrades from actions disgraceful to themselves and the uniform.

I am proud of my state and its flag. I will try to make the people of this nation proud of the service I represent, for I am a

Tennessee State Guard Soldier.

MILITARY DEPARTMENT OF TENNESSEE
HEADQUARTERS TENNESSEE STATE GUARD
NASHVILLE, TENNESSEE
PERSONNEL-GENERAL

SOLDIER'S HANDBOOK

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PREFACE

This handbook is a handy notebook reference for subjects in which you must maintain proficiency. It condenses information from field manuals, training circulars, TNSG and Army regulations, and other sources. You will need this handbook in initial-entry training (IET). Carry it with you at all times. Use it to review the training you will receive and to prepare for proficiency testing. It will also be useful throughout your military career. This handbook addresses both general subjects and selected combat tasks. It includes evaluation guides to test your knowledge. You must know this information in order to be an effective soldier. The information on selected combat tasks is important, regardless of your grade or military occupational specialty (MOS).

Unless this handbook states otherwise, masculine nouns and pronouns do not refer exclusively to men.

CHAPTER 1: GENERAL SUBJECTS

TENNESSEE'S ARMY

REVOLUTIONARY WAR:

Four hundred volunteers from Sullivan and Washington Counties, (TN) then in North Carolina, under the leadership of Colonel Isaac Shelby and Major Charles Robertson Crossed the mountains and helped defeat the British Troops. The British Commander, Major Ferguson, threatened these Tennessee factions by stating "If you don't desist, I will lay waste by fire and sword to the settlements." This raised over 1000 volunteers on October 7th 1780 and helped defeat the British at King's Mountain, just south of the North Carolina South Carolina border. When North Carolina seceded the Tennessee Territory to the Federal Government on April 2nd 1790, though not yet a state, it later came under the National Militia Act of 1792 and again in January of 1796. The need for a Militia was brought up at the Constitutional Convention showing a white population of over 600,000 at that time. The Militia Act stated that white males at the age of 18 be enlisted into the Militia.

WAR WITH CREEK INDIANS WITH ANDY JACKSON & THE WAR OF 1812:

Tennessee volunteers fought against the Creek Indians and were a part of an abortive invasion of Canada during the War of 1812. Without waiting for federal authorization or direction, the State Legislature called for 3,500 volunteers. Recruitment was so enthusiastic that the term "Volunteer State" was first used. The Militia and other Tennessee volunteers engaged the British along the Gulf coast, most notably at the Battle of New Orleans.

CIVIL WAR:

This conflict saw a division of Tennessee Troops. 185,653 for the Confederacy and 31,097 for the Union. It was on June 7th 1867 when Governor William Brownlow came to office with no love for former Confederates and reorganized the 1st Regiment of Tennessee Guards. He also maintained his own Militia, known as the State Guard. This was used to intimidate his political opponents. In 1870 the State Legislature prevented any recurrence of this type of action and stated the Militia could only be called upon by the General Assembly for such actions as public safety requirements. This precluded the Militia from interfering with elections.

1877 NATIONAL GUARD FORMED

The 45th General Assembly established the Tennessee National Guard but bore little relationship to the National Guard as we know it today. The term "National Guard" was derived from the French "Garde Nationale" in honor of the Marquis de Lafayette. By 1900 most states had adopted this term

SPANISH AMERICAN WAR;

At this time the Regular Army was very small and Tennessee mustered four regiments into service while other Tennessee personnel served in the Navy or Marines. The 1st Regiment went to the Philippines with the 2nd 3rd and 4th Regiments to Cuba, seeing only small action. The 1st Battalion of Tennessee Volunteers was the only state unit in the nation to stay on active duty during the Philippine Insurrection. Thirty years later, Army Chief of Staff Summerall reminisced; "In looking back over 35 years of conflict with fighting men in all parts of the world, I can say deliberately that the Tennessee Battalion of the 37th U.S. Infantry Regiment to be the best soldiers I have ever known, and it is an honor to have been associated with them." It was after this time that the Federal Government still was levying the States for units. Senator Charles Dick (Ohio) authored the Dick Acts of 1903 and

1908 to officially establish the National Guard. In 1916 the National Defense Act made the National Guard subject to Federal call up, though the Governors approval was required.

MEXICAN BORDER DUTY:

The Tennessee National Guard furnished seven regiments for duty along the Mexican border with General (Black Jack) Pershing prior to World War I.

WORLD WAR I:

The Tennessee National Guard units were recalled and became the nucleus of the 30th Infantry Division (Old Hickory). These units were some of the only trained army personnel at that time. Over seven thousand Tennessee soldiers were among the 30th Division personnel. In 1933 a bill was passed that give the Federal Government direct authority to mobilize the National Guard as needed.

WORLD WAR II

The United States was not in much better shape military than it was at the beginning of World War I. In September 1939 the Army was authorized 350,000 personnel but had only 250,000 actual strength. In 1940 Tennessee saw the need of forming an advisory committee on preparedness. In September 1940, the 30th Division was again called up with the addition of a new regiment. The division was officially federally mustered in February 1941. July 1941 saw the previously named committee renamed the State Defense Council with the State Adjutant General serving as the State Director of Selective Service. It was felt that a replacement force was necessary to fill the void of the National Guard thus the State Guard was created with a budget of 500,000 dollars. Even before its first birthday, the State Guard was the largest in the South and the largest in the Nation based on population ratio. It was the first to receive federally supervised training and equipment. General Order #1 dated 15 April 1941 saw the organization with the strength of 230 officers and 3867 enlisted state wide. Three regiments with one in each of the Grand Divisions; 1st Regiment in West Tennessee and in May 1942, divided into 2 regiments, the 1st Memphis and the 5th Jackson. These regiments made up the 1st Brigade with its headquarters located in Memphis. The 2nd Regiment was in Nashville, the 7th in Cookeville and the 10th in Pulaski comprised the 2nd Brigade Headquarters in Nashville. The 3rd Regiment at Kingsport; the 6th Regiment at Chattanooga comprised the 3rd Brigade with headquarters in Knoxville. These forces were used for security, law and order protection of lives and property, suppressing Fifth Column activities and gathering essential information and other duties as had been assigned to the National Guard. The first ribbon issued to the State Guard was to designate length of service. It was a purple/gold ribbon. The purple represented the State Flower, the Iris and the gold represented preparation in defense work. This State Guard was inactivated in 1947 when the National Guard was released from federal service.

INTERIM:

There have been no other records found till January 15th 1951 referring to the formation of Tennessee Security Battalions and a memo dated 3 January 1955 recommending the organizing of a State Guard Reserve. No other records were found on this activity. Several occasional orders were published and carried the designation of "SGR" until March 1985, when the "TDF" designation began appearing. Though on November 1982, Major General Thomas G. Wells Jr was appointed as State Guard Reserve Commander. He had been the Commander of the 30th Infantry Division during WWII. On this same date saw the 2nd Brigade placed at Smyrna and 4th Brigade at Chattanooga; 23 February 1984, the 3rd

Brigade at Knoxville and 24 May 1984, the 1st Brigade at Jackson. The TDF really became active on 1 July 1985. The Tennessee Legislature then authorized the change from Tennessee Defense Force "TDF" to the Tennessee State Guard "TNSG" after the year 2000.

TN STATE GUARD ORGANIZATION:

State Guard units can be organized several ways, but the following example is fairly typical:

- The squad is the smallest unit, consisting of eight to ten soldiers. The squad leader is a noncommissioned officer (NCO).
- The platoon includes the platoon leader (lieutenant) and two or more squads.
- The company includes the company commander (usually a captain, but sometimes a lieutenant), a headquarters, and two or more platoons.
- The battalion includes the battalion commander (a lieutenant colonel), his staff and headquarters, and several companies.
- The brigade includes the brigade commander (a full colonel), a headquarters, and several battalions.
- The Headquarters includes a Major General and G staffs as a directorate command of the 4 Brigades.

RANK INSIGNIA: You must be able to recognize the ranks of TN State Guard personnel immediately.

OFFICER: The highest officer rank is the two stars Major General (Commander of TN State Guard) and the lowest is the second lieutenant. Figure 1-2 shows the ranks with their insignia.

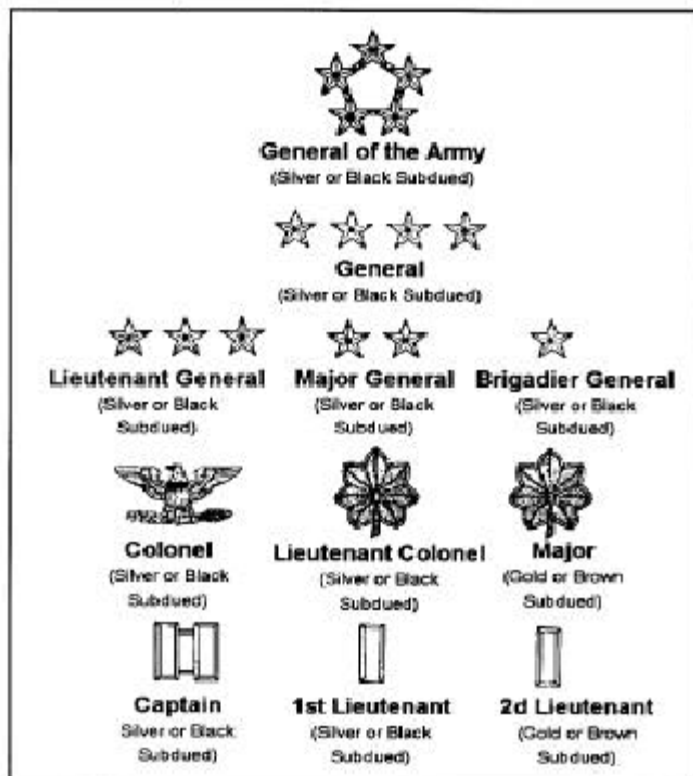


Figure 1-2. Officer insignia

Address all personnel with the rank of general as "General (last name)" regardless of the number of stars. Likewise, address both colonels and lieutenant colonels as "Colonel (last name)" and first and second lieutenants as "Lieutenant (last name)"

Warrant Officer: Address warrant officers as "Mr. (last name)" or "Ms. (last name)." Figure 1-3 shows the five warrant officer ranks.

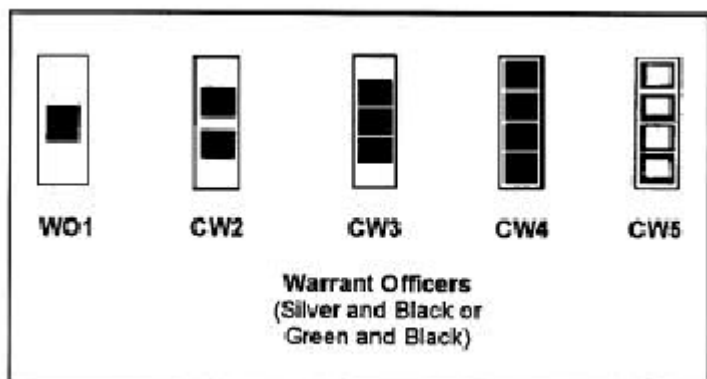


Figure 1-3. Warrant officer insignia.

ENLISTED: Enlisted ranks range from private to sergeant major (grades E1 to E9) of the Army. Figure 1-4, page 1-8, shows the enlisted ranks with their

insignia. Address privates (E1 and E2) and privates first class (E3) as "Private (last name Address sergeants, staff sergeants, sergeant's first class, and master sergeants as "Sergeant (last name)." Address higher rank sergeants by their full ranks in conjunction with their names.



Figure 1-4. Enlisted insignia.

MILITARY TIME: All U. S. military services tell time by using the numbers "1" to "24" for the 24 hours in a day. A day begins at one minute after midnight and ends at midnight the same day. For example, eight minutes after midnight (12:08 am) is written in military time as "0008."

Thirty-three minutes after two o'clock in the afternoon (2:33 PM) is written as "1433." Figure 1-5 shows a time conversion chart.

| Civilian Time | Military Time | Civilian Time | Military Time |
|---------------|---------------|---------------|---------------|
| | 12:01 AM | | |
| 1:00 AM | 0100 | 1:00 PM | 1300 |
| 2:00 AM | 0200 | 2:00 PM | 1400 |
| 3:00 AM | 0300 | 3:00 PM | 1500 |
| 4:00 AM | 0400 | 4:00 PM | 1600 |
| 5:00 AM | 0500 | 5:00 PM | 1700 |
| 6:00 AM | 0600 | 6:00 PM | 1800 |
| 7:00 AM | 0700 | 7:00 PM | 1900 |
| 8:00 AM | 0800 | 8:00 PM | 2000 |
| 9:00 AM | 0900 | 9:00 PM | 2100 |
| 10:00 AM | 1000 | 10:00 PM | 2200 |
| 11:00 AM | 1100 | 11:00 PM | 2300 |
| 12:00 | 1200 | 12:00 PM | 2400 |
| NOON | | MIDNIGHT | |

Figure 1-5. Time Conversion chart.

SALUTES AND HONORS

SALUTING: The origin of the hand salute is uncertain. Some historians believe it began in late Roman times when assassinations were common. A citizen who wanted to see a public official had to approach with his right hand raised to show that he did not hold a weapon. Knights in armor raised visors with the right hand when meeting a comrade.

This practice gradually became a way of showing respect and, in early American history, sometimes involved removing the hat. By 1820, the motion was modified to touching the hat, and since then it has become the hand salute used today. During your time in the Guard, you salute to show respect toward an officer, the flag, or our country. The proper way to salute with or without a weapon is described in FM 22-5.

The rules of saluting are as follows:

- When you meet someone outside, salute as soon as you recognize an officer (when about six steps away).
- Salute all officers (recognized by rank) in official vehicles identified by special plates or flags.
- Salute only on command when in formation.
- If in a group and officer approaches, the first soldier to recognize the officer calls the group to attention and all personnel salute.
- If you approach an officer while you are double-timing alone, assume quick time march and render the hand salute. When the salute is returned, execute order arms and resume double-timing.
- The salute is always initiated by the subordinate and is terminated only after acknowledgment by the individual being saluted.
- Accompany the salute with an appropriate greeting, such as, "Good morning/afternoon, sir/ma'am."
- Salutes are not required to be rendered by or to personnel who are driving or riding in privately owned vehicles.
-
- It is not customary for enlisted personnel to exchange salutes, except in some ceremonial situations.
- Never render a salute with a noticeable object in your mouth or right hand.
- If you are on detail and officer approaches, salute if you are in

charge of the detail. Otherwise, continue to work. If you are spoken to, then come to attention.

RENDERING HONOR TO THE FLAG:

The flag of the United States is the symbol of our nation. The union, white stars on a field of blue, is the honor point of the flag. The union of the flag and the flag itself, when in company with other flags, is always given the honor position, which is on the right. Rules for displaying the flag follows:

- The flag of the United States will be displayed outdoors at all Army installations.
- Only one flag of the United States will be flown at one time at any continental United States (CONUS) Army installation except as authorized by the commanding generals of major Army commands.
- The flag will be displayed daily from reveille to retreat.
- If illuminated, it may be displayed at night during special events or on special occasions deemed appropriate by the commander.
- The flag of the United States is the only flag that may be flown from a flagpole over an Army installation. An exception is the Minuteman flag that, if awarded, may be flown beneath the flag of the United States.
- In unusual circumstances not covered in the Army regulations, the judgment of the senior Army individual present will be used to determine whether the flag shall be displayed on a specific occasion.

When the flag is being raised in the morning or lowered in the evening, you should stand at attention on the first note of the national anthem or "To the Colors." ("Colors" refers to the flag of the United States and can also include the unit flag). Give the required salute. If you are involved in some duty that would be hampered by saluting, you do not need to salute. You normally face the flag when saluting, unless duty requires you to face in some other direction. At the conclusion of the ceremony, resume your regular duties. Whenever the national anthem, "To the Colors," or "reveille" is played, and you are not in formation and not in a vehicle, come to attention at the first note, face the flag, and give the required salute. If no flag is near, face the music and salute. If you are in formation, salute only on the order "Present arms." If you are in civilian clothing, stand at attention and place your right hand over your heart. These honors also apply to the national anthems of foreign countries during ceremonies or parades.

Vehicles in motion should stop. If you are in a car or on a motorcycle, dismount and salute. If you are with a group in a military vehicle or bus, remain in the vehicle. The individual in charge will dismount and salute. When you are passing or being passed by colors which are being presented, paraded, or displayed, salute when the colors are six paces from you. Hold the salute until the colors are six paces beyond you.

COURTESIES:

The following rules will help you conduct yourself appropriately in the presence of officers and anyone senior to you in rank:

- When talking to an officer, stand at attention unless given the order "At ease." When you are dismissed, or when the officer departs, come

to attention and salute.

- When an officer enters a room, the first soldier to recognize the officer calls personnel in the room to attention but does not salute.
- A salute indoors is rendered only when one is reporting.
- When accompanying a senior, walk on their left.
- When entering or exiting a vehicle, the junior ranking person is the first to enter, and the senior in rank is the first to exit.
- When an officer enters a dining facility, unless directed, or a senior officer is present, the diners will be given the order "At ease" by the first person who sees the officer. You will remain seated at ease and will continue eating unless the officer directs otherwise.
- If you are directly addressed, you should rise to attention, if seated in a chair. If you are seated on a bench, stop eating and sit at attention until the conversation is ended.

NOTE: The officer or NCO may give the directive "Carry on." This means the soldier or soldiers should continue with whatever they were doing previously. This same directive may be used in many other situations outside of formation, such as in the barrack and break areas.

- When outdoors and approached by an NCO, you should stand (if seated) and greet the NCO by saying, "Good morning sergeant," "Good afternoon sergeant," or "Good evening, sergeant (last name if known)."
- When you report to an officer for any reason, it is important to make a good first impression. If you are outdoors, approach the officer to whom you are reporting and stop approximately two steps from them, assuming the position of attention. Give the proper salute and say, "Sir/Ma'am Private Smith reports." If you are indoors, use the same procedures as above, except remove your headgear before reporting. If you are armed however, do not remove your headgear.

CHAPTER 2

BASIC SOLDIER SKILLS FOLLOWING ORDERS/CHAIN OF COMMAND

The military cannot function unless all personnel strictly obey and promptly execute all lawful orders given by their superiors. Your oath requires you to do your utmost to successfully complete the mission assigned, even at the risk of your life, if necessary. There may be times when you do not agree with the national or state policy upon which some orders are based. Nevertheless, as long as the order is lawful, it is your responsibility to carry it out to the best of your ability. The TN State Guard has an established command channel to send orders from the highest to the lowest levels in the least possible time and with the least chance of misinterpretation.

The chain of command consists of a succession of commanders. The Governor of the State of Tennessee, as Commander in Chief, down through the various grades to enlisted persons leading the smallest state guard units and to their individual soldiers. Each person in the chain of command has two basic responsibilities: first, to accomplish the mission, and second, to care for personnel and property. A superior in the chain of command holds subordinates responsible for everything their command does or fails to do. Each person in the chain is delegated enough authority to accomplish assigned duties.

CHAIN OF COMMAND TNSG
GOVERNOR (COMMANDER IN CHIEF)
ADJUTANT GENERAL OF TENNESSEE
COMMANDER OF STATE GUARD
BRIGADE COMMANDER
BATTALIOON COMMANDER
COMPANY COMMANDER
PLATOON LEADER
SQUAD LEADER

Personal Appearance and Uniform

The State Guard is a uniformed service where discipline is judged, in part, by the manner in which the individual wears the uniform as prescribed. Therefore, a neat and well-groomed appearance by soldiers is fundamental to the Army and contributes to building the pride and esprit essential to an effective military force.

Tattoos. Visible tattoos or brands on the neck, face or head are prohibited. Tattoos or brands on other areas of the body that are prejudicial to good order and discipline are prohibited. Additionally, any type of tattoo or brand that is visible while wearing a Class A uniform and detracts from a soldierly appearance is prohibited.

Body Piercing. No attaching, affixing, or displaying objects, articles, jewelry or ornamentation to or through the skin while in uniform, in civilian clothes while on duty, or in civilian clothes off duty on any military installation or other places under military control except for earrings for females. Females may wear any type of earrings off duty, on or off military installations.

Hairstyle: Many hairstyles are acceptable for soldiers in the TN State Guard as long as the hair is neat and presents a military appearance.
Male Personnel. The hair must not fall over the ears or eyebrows or touch the collar (except for closely cut hair at the back of the neck). Hair should be

tapered, except that "block cut" fullness in the back is permitted in moderate degree. Neither the bulk nor length of hair may interfere with the wearing of military headgear. Sideburns must be neatly trimmed, not flared, and must not extend downward beyond the lowest part of the exterior ear opening. The face must be clean-shaven, except that mustaches are permitted. If a mustache is worn, it must be neatly trimmed. No part of the mustache will cover the upper lip line or extend horizontally beyond or below the corner points of the mouth where the upper and lower lips join.

Female Personnel. The hair must not fall over the eyebrows and must not extend below the bottom edge of the collar. Neither the bulk nor length of hair may interfere with the wearing of military headgear. Any hair-holding ornaments, such as barrettes or hairpins, must be of a natural hair color or transparent. Makeup and nail polish should be conservative and complement the uniform. Extreme shades of lipstick and nail polish such as purple, gold, blue, and white will not be worn. Unless directed to wear another type of footwear, female personnel may wear pumps with all uniforms except field uniforms.

Insignia Placement: Each soldier is responsible for having the correct insignia properly placed on their uniform, as follows:
Shoulder Sleeve Insignia. Soldiers will wear organizational shoulder sleeve insignia (shown in Figure 2-2). This insignia will be worn centered on the left sleeve, 1/2 inch below the top of the shoulder seam on all State Guard green uniform coats and, for female personnel, on all State Guard green pantsuit jackets. Full color shoulder sleeve insignia will be worn on all field and work uniforms.



Figure 2-2: Shoulder sleeve insignia of the Tennessee State Guard. Distinguishing Insignia. The TNSG Norman Shield (full color centered on right breast pocket.

The name tape is worn immediately above and parallel to the top edge of the right breast pocket of all field and work uniform coats and shirts. It consists of black letters on a 1- inch wide by 4 1/2-inches long (or to the edges of the pocket flap) strip of olive green cloth.

Names ten letters or less will be printed in 3/4-inch high Franklin Gothic Condensed. Names eleven letters or more will be printed in 1/2-inch high Franklin Gothic Extra Condensed. The name and TN State Guard (in lieu of US ARMY) tapes will be the same length.

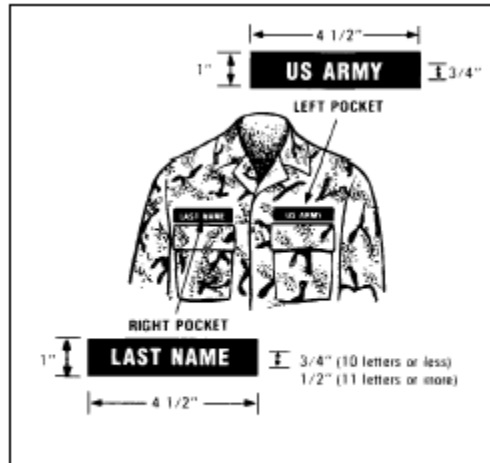


Figure 2-3. Distinguishing insignia.

Rank Insignia. Soldiers will wear subdued pin-on rank insignia centered on both collars of all field, work, and utility uniform coats and jackets. The center line of the insignia will be 1 inch from the collar point and will bisect the points of the collar (Figure 2-4).

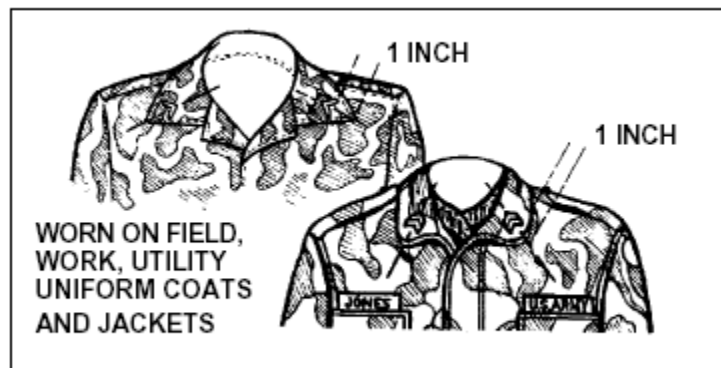


Figure 2-4. Rank insignia.

The Army green shirt may be worn with or without the Army green coat. PFCs must always wear their rank insignia on the collars of the green shirt (Figure 2-5).

Corporals and above must wear shoulder board rank insignia.

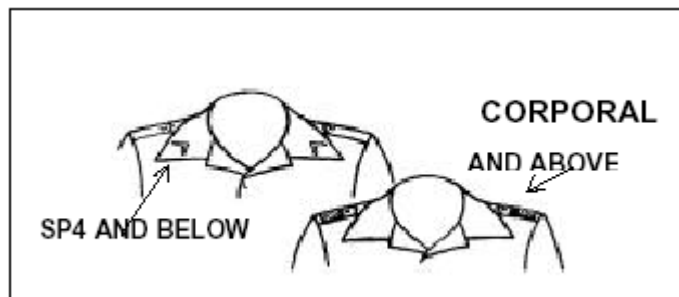


Figure 2-5. Rank insignia, enlisted.

TN and Branch Insignia. During initial-entry training, males will wear the

"TN" insignia in lieu of "US" on both collars. The bottom of the insignia disk will be 1 inch above the notches on the collar, with the center line of the insignia bisecting the notch and parallel to the inside edge of the collar on the Army green, Army white, and Army blue uniform coats (Figure 2-6). After completing (IET) training, male soldiers will wear MOS branch insignia on their left collar Figure 2-6.

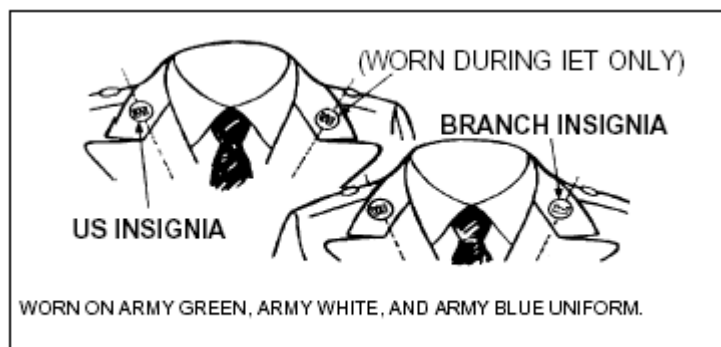


Figure 2-6. US and branch insignia, enlisted male.

TN (in lieu of "US") and branch insignia, enlisted male. During initial-entry training, females will wear the "TN" insignia on both collars. The bottom of the insignia disk will be worn 1 inch above the notches on the collars, with the center line of the insignia bisecting the notch and parallel to the inside edge of the collar on the Army green pantsuit jacket, and Army green, Army white, and Army blue uniform coats (Figure 2-7). The bottom of the insignia disk will be 5/8 inch above the collar lapel seam on the female classic green uniform coat. After completing (IET), female soldiers will wear MOS branch insignia on their left collar.

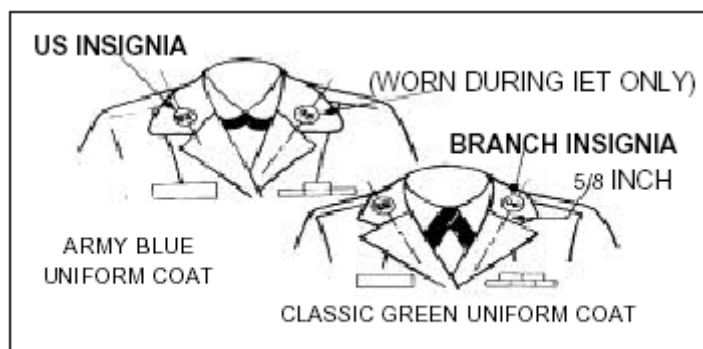


Figure 2-7. US and branch insignia, enlisted female.

Figure 2-7. TN (in lieu of "US") and branch insignia, enlisted female.

Belts and Buckles: The web belt will be a 1 1/4-inch web or woven elastic web belt of black color with a black or brass tip. A plain-faced, oval-shaped, solid brass buckle, 2 1/4 inches long and 1 3/4 inches wide, will be worn on the web belt with the dress uniform. The black, open-faced buckle, 1 11/16 inches long and 1 5/8 inches wide, will be worn on the belt with all field and work uniforms. Only the black-tipped belt is authorized with this buckle (Figure 2-8).

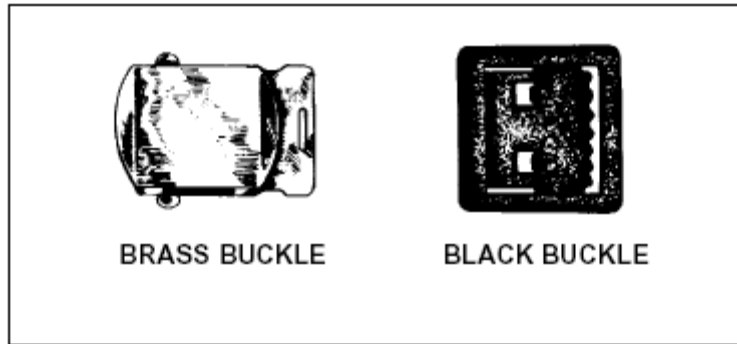


Figure 2-8. Buckles.

The tipped end of the belt will pass through the buckle to the wearer's left and will not extend more than 2 inches beyond the end of the buckle.

Jewelry: A wrist watch, identification bracelet, and up to two rings (a wedding set is considered to be one ring) may be worn with your uniform as long as they are conservative and tasteful. You may wear a religious medal on a chain around your neck provided neither medal nor chain can be seen.

Clothing Maintenance: You are responsible for keeping your clothing in good serviceable condition. Clean your clothing regularly, keep it in good repair, and store it properly. Carrying large or heavy objects in your pockets is likely to change the shape of your tailored clothing.

BRASS BUCKLE BLACK BUCKLE: Follow the cleaning and care instructions attached to most clothing. Clean your clothing as soon as possible after it becomes soiled. Dirty clothing wears out more quickly than clean clothing because dirt cuts fibers and holds in moisture from perspiration. Coated clothing such as ponchos and raincoats should be wiped clean or washed by hand with a soft brush and warm soapy water. These items should be thoroughly rinsed and hung up to air-dry.

If you need to press clothing, be sure it is clean and that the iron is not too hot. When pressing wool, use a damp cloth between the iron and the fabric. To press cotton clothing, dampen the surface of the cloth, then apply the iron directly. Before storing clothing, be sure it is clean and dry.

Use mothballs to protect wool clothing, and store it in a closed container.

Boots: New boots should fit properly when you receive them. They should have a chance to air between wearings, so you should wear one pair one day and another pair the next. Wear the ventilating plastic insoles so air can circulate underneath your feet. Scrape dirt or mud from boots and wash with just a little water and soap. Wipe insides dry with a clean cloth and remove all soapsuds from the outside. Stuff papers in the toes and let boots dry in a warm, dry place. Do not put

them in the hot sun or next to a strong source of heat. Polish after boots are dry. Heels of boots should be replaced after wear of 7/16 of an inch or more.

Remember, you are an Tennessee Guard soldier—

- Take pride in your uniform.
- Look like a soldier.
- Think like a soldier.
- Act like a soldier.

Nutrition. Nutrition is important in your fitness program. Eat a variety of food and remember your goal is to increase muscle mass and decrease fat mass. When eating—

- Eat a variety of foods.
- Avoid too much fat, especially saturated fat and cholesterol.
- Eat foods high in fiber and complex carbohydrates.
- Avoid too much sugar.
- Avoid too much salt.
- Weigh in at least once a week at the same time of the day and keep a record of your weight.

Fitness Assessment. Per TNSG 600-10 Chapter 2 subsection 3 Must be of sound mind (free of mental disorders) and be physically able to perform the duties of the position to which they are assigned. Must have a Medical Evaluation/Recommendation completed by TNSG Medical Corps. Every soldier is advised to stay in the best Physical condition that is possible.

FIELD AND PERSONAL HYGIENE

Disease Prevention: You can best do your job in the Army if you are free from disease. There are several simple things you can do to prevent disease in yourself and others.

Protect Yourself Against Respiratory Disease.

The air you breathe carries many diseases. Most of these diseases, such as colds, will simply make you miserable and increase the difficulty of doing your job. Others, such as the flu, can be severe enough to kill. To keep from getting respiratory diseases.

- Avoid soldiers who are sick, if possible. Talk sick soldiers into going on sick call.
- Avoid using borrowed towels, caps, cigarettes, radios, or anything else that others have handled.
- Provide an opening for fresh air into your fighting position or shelter. Fresh air dilutes contaminated air and carries much of the contamination away.

Follow Waste Disposal Procedures in the Field.

The main reason for burying wastes is to prevent the breeding of flies. Flies can spread diarrhea and dysentery.

- Procedures for waste disposal are as follows:
- Use the unit latrine for body wastes, or dig your own 1-foot deep by 1-foot wide cat hole. Cover it with dirt when you are finished.
- Use the garbage pit for other wastes or dig your own garbage pit. Dig it deep enough to allow 4 inches of dirt to cover the garbage when you are finished filling the hole.

Prevent Skin Infections. Bathe frequently. If showers or baths are not available, use a washcloth daily to wash your armpits, genital area, feet, and anywhere else the skin is prone to collect moisture, such as between the thighs or under the breasts.

Keep your skin dry. Use foot powder on your feet, especially if you have had fungal infections on the feet in the past. Use talcum powder in areas where

wetness is a problem, such as between the thighs or under the breasts. Wear proper clothing. Loose-fitting uniforms allow for better ventilation; tight-fitting uniforms reduce blood circulation and ventilation. Avoid nylon or silk-type undergarments. Cotton is more absorbent and allows the skin to dry. Prevent Dental Disease. Go to the dentist at least once a year for an examination and treatment. Brush your teeth at least once a day, preferably after every meal. Use dental floss at least daily. Rinse your mouth with water after brushing and flossing. Use toothpaste if it is available.

Prevent Genital and Urinary Tract Infections.

Male soldiers: Wash your genital area daily. Be sure to wash the head of the penis and, if you have not been circumcised, pull the foreskin back before washing. As a minimum, use a condom when having sex to protect yourself from sexually transmitted diseases (STD) including venereal disease, HIV, and so forth.

Female soldiers: Wash your genital area daily. Don't use perfumed soaps or female deodorants in the field; they may cause irritation. Protect yourself by insisting that your sex partner use a condom. Using a condom helps prevent transmission of STD, HIV, and so forth. Don't douche unless directed to by medical personnel. In the field, female soldiers may drink too little fluid and hold their urine due to lack of privacy. This increases the chance of developing a urinary tract infection. Try to drink extra fluids, even when the weather is not hot. Urinary tract infections are among the most frequent medical problems that female soldiers experience in the field.

Wash Your Hands Before Eating. Hands come into contact with many sources of bacteria. Some sources of contact are the latrine door, your friend's hands, your nose, weapons and ammunition, and dirt and dust.

Apply Insect Repellent. Biting insects are a source of discomfort, minor pain, and skin irritation. You can protect yourself against insects by applying insect repellent, taking malaria pills, and washing yourself and your uniform. When you use insect repellent—

- Apply it in spray or lotion form to all exposed skin. Do not get the repellent in your eyes.
- Apply it to your ankles to prevent ticks and mites from creeping between your uniform and your boots.
- Blouse your uniform inside your boots to further reduce the risk.
- Apply it to your shoulder blades where your shirt fits tightly enough for mosquitoes to bite through.
- Reapply some every two hours during strenuous activity and after crossing streams.

Mental Fitness

Regulate Sleep Habits.

Your schedule in the Army will usually allow you time to get enough sleep to remain mentally fit. Try to get 6 to 9 hours of sleep in every 24-hour period. Some people need more sleep than others, so you will need to find out what is best for you by noticing how you perform after having had different amounts of sleep.

If you can't sleep because of the mission, discomfort, or mental tension, don't worry about it. Sleep loss does no permanent harm to body or mind. You can protect yourself against the temporary effects of sleep loss on alertness, mood, and task performance by—

- Taking short stretch breaks or doing light exercise in place.
- Playing mental games or talking with buddies to stay alert during dull

watches or monotonous but critical jobs like driving at night.

- Not trusting your memory. Writing things down.
- Double-checking your communications and calculations.

Improve Resistance to Stress.

Fear and physical signs or symptoms of stress are normal reactions before and during dangerous situations. You should not let fear or stress keep you from completing your training. The following techniques can help reduce stress:

- Talk about what is happening with others in your group.
- Learn ways to relax quickly.
- Give each other moral support.

Cold Weather Tips

The key to keeping warm in cold climates is to wear the correct clothing. Keep your clothes clean and dry. Wear your clothes in loose layers, and avoid overheating. The factors shown in Figure 2-10 increase the likelihood of cold (and heat) injuries.

- FEVER
- RECENT ILLNESS OR INJURY
- OVERWEIGHT
- PREVIOUS COLD INJURY
- DEHYDRATION
- EXERTION
- FATIGUE
- HEAVY MEALS
- USE OF ALCOHOLIC BEVERAGES
- BEVERAGES
- FEVERISH
- REACTIONS TO IMMUNIZATIONS

| | |
|---------------------------|--------------------------------------|
| •FEVER | •EXERTION |
| •RECENT ILLNESS OR INJURY | •FATIGUE |
| •OVERWEIGHT | •HEAVY MEALS |
| •PREVIOUS COLD INJURY | •USE OF ALCOHOLIC BEVERAGES |
| •DEHYDRATION | •FEVERISH REACTIONS TO IMMUNIZATIONS |

Figure 2-10. Factors that increase the likelihood of cold or heat injuries.

Buddy System.

Use the buddy system by watching what your buddy does and how he wears his uniform. If you see a cold injury develop, take immediate first aid measures. Dehydration.

You can dehydrate rapidly when exercising or working hard in extreme cold. Sip liquids regularly, but avoid alcohol. Do you feel warmer when you drink alcohol? This is an illusion—it actually reduces the body's tolerance to cold, increasing the risk of overexposure.

Trousers and Fatigue Pants.

Wear your cotton trousers over your fatigue pants. The trousers should be loose fitting. To keep the full cargo pockets from rubbing and irritating

your legs, tie the tape that runs inside each cargo pocket around the thigh. For added warmth, tie the ankle drawstrings and tuck the bow-knots under the trouser legs.

Layered Clothing.

Do not wear too much clothing, because that will make you sweat. If you get wet from sweating, you will get cold. Before you begin to sweat, loosen your clothing. Open your uniform to allow cool air in next to your body. If you continue to sweat, remove one or more layers of clothing. Do not use blousing bands as they will restrict the flow of blood in your legs. Instead, blouse your trouser legs inside your boots. If you develop a cold, use a handkerchief to prevent infecting fellow soldiers when you cough or sneeze. When entering a warm building, always remove your field jacket and gloves.

Scarf.

The wool Army scarf can be used to keep your neck warm, to cover your face against the cold and wind, or as a stocking cap (by placing the open end over your head).

Gloves.

During extreme cold, use the glove as a mitten, which will keep your hands warmer. To do this, withdraw your fingers from the fingers in the black leather gloves and into the palm of your hand. Do this for short periods of time until your hands are warm. Also, in case you lose the first pair or get them wet, always have an extra pair of black leather gloves and wool inserts.

Socks.

Your feet are harder to keep warm than any other part of your body. Especially try to keep them dry. When they do get wet, put on dry socks. Massage and apply foot powder to your feet before putting your boots back on. If your feet are still cold, do exercises such as stomping your feet, wiggling the toes inside the boots, bending at the knee, or running in place.

Personal Cleanliness.

Keep yourself clean. Sweat dampened clothing increases your vulnerability to trench foot and to worse cold weather injuries. Change socks and underwear regularly. Carry extra pairs of socks. On cold weather hikes, place damp socks under your arms between your field jacket and shirt. This will help dry the socks so you can rotate them. (When carrying a rucksack, place damp socks on your shoulders between your shirt and outer garments. This helps dry the socks and cushion the weight of the rucksack. Place your clean clothing with you in the sleeping bag, positioning them to support the small of your back or using them as a pillow (inside). Not only does this add to your sleeping comfort, but your clothes will be warm in the morning. Do not wrap feet or other body parts in plastic to keep warm. Body heat causes moisture to collect, which can cause serious injuries.

Clean Clothing. Always keep your clothes clean. Dirt and grease will clog the air spaces in your clothing and reduce the natural insulation. Before going to bed at night, clean your body with soap and water and dry yourself thoroughly.

Sleeping Bag.

Your sleeping bag and foam pad will keep you warm and comfortable while you sleep. Always use the outer case with your sleeping bag. Lace the two together properly so that you can get out in a hurry. Know how to use the quick-release slide fastener in emergencies. The instructions are sewn in the bag. Avoid sweating inside your sleeping bag by wearing the least amount of clothing you can and still keep warm. Do not keep your face inside the bag. Water vapor (breath) escaping from your mouth will cause your bag to become damp. If your face is cold, cover it with your scarf or towel. When your bag is not being used, open it so that fresh air can get into it. Always carry your sleeping bag in its

waterproof bag.

Fire.

Do not put any type flame in tents or under ponchos to keep warm. This can lead to loss of shelter or even to loss of life.

Hot Weather Tips

Even if you are in good physical condition, your body must acclimatize before you can do heavy work in hot temperatures. Most of this acclimatization takes place automatically during the first five to seven days, as your workloads and exposure to heat are gradually increased.

Never forget that heat can be a killer. Leaders should be considerate of subordinates who work in high temperatures, and should heed warnings sent down through command channels.

The factors shown in Figure 2-10, also increase the chance of heat injury. The key to preventing heat injuries is to maintain a normal body temperature. You can protect yourself from the likelihood of heat injury by—

- Drinking plenty of fluids to replace those lost through increased perspiration.
- Reducing exposure to heat during the hot part of the day. Plan PT, road marches, patrols, and so forth for early morning or evening activity.
- Selecting clothing wisely. Wear loose clothing that allows blood to circulate more easily and perspiration to evaporate more freely. Wearing loose clothing and a head covering insulates you from the sun and heat.
- Using a buddy system to identify potential victims of heat before injuries occur.
- Taking breaks frequently and drinking plenty of fluids,
- if you must work during periods of excessive heat.

First Aid for Training Injuries

Blisters.

Seek medical help if the blister is red or painful.

Corns and Calluses.

To prevent corns and calluses, use moleskin padding. *DO NOT* treat these with medicated pads.

Arch Pain.

To ease arch pain, use an ice pack. As a preventive measure, apply liniment before exercise and use arch supports.

Sprains.

Apply an ice pack to the ankle for 15 to 20 minutes; repeat after 1 hour. Seek medical help if swelling or discoloration develops. To strengthen the ankle, exercise it with toe-to-heel walking, one-legged activities, and resistance exercises using boots, helmets, or socks with stones as weights. Achilles Tendonitis and Shin Splints.

Use an ice pack after exercise. As a preventive measure, improve tendon flexibility with curb and wall stretches.

Knee Pain.

To avoid knee pain, do straight leg lifts. Improve flexibility by pulling the heel to the opposite buttock.

Hamstring Pulls.

Use an ice pack after exercise. Improve flexibility—

- By sitting with one leg straight and the other bent with the sole of the foot against the knee of the outstretched leg, reach for the outstretched foot.
- By standing near a wall and leaning into it with legs crossed at

ankles.

Lower Back Pain.

To prevent low back pain, improve flexibility. Bend forward and backward. Tilt your pelvis. While lying on the floor, bring your knees up to your chest, hold them with your hands, tuck your chin in, and lift your head, neck, and shoulders off the floor. Strengthen your abdominal by doing curl-ups (partial sit-ups). Improve your posture by lifting with your legs, NOT your back, and by squatting and rising with a straight back.

SOLDIERING

Promotions:

Most promotions in the TN State Guard are not automatic. You will be promoted on the basis of superior performance and increased skills in your fields of specialization

Promotion to Grade E2

A private will be advanced from pay grade E1 to E2 after completing a minimum of 4 months of active duty, and recommendation of Company Commander.

Promotion to Grade E3.

Unit commanders may advance a private with 8 months time-in-service and 4 months time in- grade to private first class (E3).

Promotion to Grade E4.

A private first class may be promoted to corporal (E4) with 14 months time-in-service and 6 months time-in-grade.

Boards.

In some units, soldiers being considered for promotion to private first class or corporal go before formal or informal boards for interviews. Boards select the best qualified soldiers for promotion or for other soldier opportunities. They select Soldier of the Month, Quarter, and Year at several different levels. Being selected for any of these honors can help you advance more rapidly.

Boards are normally made up of five soldiers senior to the soldier appearing before them. Each board will use the "whole soldier" concept to evaluate those recommended. This means that board members will consider the following eight areas:

- Personal appearance, bearing, and self-confidence.
- Oral expression and conversational skill.
- Knowledge of world affairs.
- Awareness of military programs.
- Knowledge of basic soldiering (FM 21-15).
- Self-improvement (enrollment in military or civilian courses).
- Achievements (honors, completion of unit training courses, and so forth).
- Soldier's attitude (includes leadership and potential for advancement, trends in performance).

First impressions are very important when appearing before boards. Pay special attention to your uniform, your personal appearance in general, and your bearing.

Discipline: is the cornerstone on which the TN State Guard is built. To be successful in the State Guard you must develop your discipline far above that required in civilian life. Soldiers must have the discipline to react promptly to the orders given them and to act correctly in the absence of orders. You can develop good discipline as a soldier by-

- Accomplishing all missions.
- Always looking sharp.
- Being proud of your unit.
- Maintaining your weapons and equipment.
- Not wasting time.
- Cooperating with other soldiers.
- Always telling your superiors the truth about situations, no matter how

bad the problems might be.

- Meeting the standards set by your commander.

ENVIRONMENTAL AWARENESS

When you were in school, you learned that an environment consists of everything around an organism. Sunlight, temperature, air, soil, minerals, and other living things are elements of an organism's environment. All these elements work together to make life possible on earth. As new soldiers, you have the inherent *personal* and *professional* responsibility to know, understand, and support the Army's environmental program. It is your duty as a soldier to protect the environment. You should—

1. Comply with installation environmental policies, unit SOPs, Rs, and environmental laws and regulations.
2. Prevent environmental damage and pollution by applying environmental awareness to daily activities and making sound decisions that will not harm the environment.
3. Advise the chain of command on techniques to ensure compliance with environmental regulatory requirements.
4. Identify the environmental risks associated with individual and team tasks.
5. Support the Army's recycling program.
6. Report hazardous material and waste spills immediately.
7. Make sound environmental decisions in the absence of a supervisor or proper guidance by reviewing the following:

- Training.
- Guidance from the chain of command.
- Concept of right and wrong.

The Army's environmental vision is to lead the nation in environmental and national resource stewardship for present and future generations. As new soldiers, you are part of that vision.

GUARD DUTY

One of the most important duties you will perform in the military is guard duty. In a combat zone, an alert, cautious guard can make the difference between life and death. However, guards are important everywhere due to terrorist threats that can occur anywhere.

Interior Guard

An interior guard is set up by the commander of the military installation to protect property and to enforce specific military regulations. The main guard is a combination of patrols and fixed guard posts. Special guards are used to protect parks, boats, aircraft, and other places or property.

A guard on post is governed by two sets of orders: general orders and special orders. General orders outline the basic responsibilities of all guards, while special orders give details on how to perform on a certain post. All interior guards must memorize, understand, and comply with the three general orders.

General Order Number 1—

"I will guard everything within the limits of my post and quit my post only when properly relieved."

General Order Number 2—

"I will obey my special orders and perform all my duties in a military manner."

General Order Number 3—

"I will report violations of my special orders, emergencies, and anything not covered in my instructions to the commander of the relief."

General Order Number 1 gives you responsibility for everything that occurs within the limits of your post while you are on duty. You must investigate immediately any unusual or suspicious occurrence on or near your post, provided you do not have to leave your post to do so.

You must apprehend all suspicious persons, using only necessary force to overcome resistance. If you should require relief for any purpose, you must contact the commander of the relief for instructions.

General Order Number 2 requires you to become thoroughly familiar with the special orders before you are actually posted. In addition to the special orders connected with your post, you are required to obey and carry out any orders or instructions from the commanding officer, field officer of the day, and officers and noncommissioned officers of the guard. No other persons are authorized to give orders to soldiers on guard duty. You should pass instructions and special information to your relief when appropriate.

Example

You are a guard on duty at an ammunition dump and discover a hole in the fence, which you report to the commander of the relief. You also pass the information on to your relief so that special attention can be paid to that part of the fence until the hole is repaired. General Order Number 2 also requires you to perform your duties in a military manner, to be courteous to all, and to speak to no one, except in the line of duty. You must maintain an erect and soldierly bearing, carrying your weapon as instructed by the commanding officer or commander of the guard. You must salute individuals according to Army regulations. The special orders will tell you whether and when to challenge.

General Order Number 3 requires you to report all special order violations and emergencies. In case of a fire on or near your post, you should call, *"Fire, post number _____."*

You should alert the occupants if the fire is in an occupied building, and should give the alarm or make sure one is given. If possible, extinguish the fire. Help direct firefighting apparatus to the fire. If a disturbance occurs that requires assistance, call, *"The guard, post number _____."*

If approached by an inspecting officer, the proper answer is: *"Sir/Ma'am, my orders are of two classes: general and special. My general orders are, Number 1: I will guard everything within the limits . . .,"* continuing until stopped by the officer or until you recite all the general orders. You should be able to answer any questions concerning the special orders for your post.

Uniform, Arms, and Equipment.

The commanding officer prescribes uniform, arms, and equipment for guard mounts. If armed, you must have completed training with the weapon to be used on guard duty.

The sergeant of the guard will organize the soldiers making up the guard into a formation, using commands and movements described in FM 22-5. The commander of the guard then prepares the guards for inspection. The officer of the day inspects the guards and orders those found unsatisfactory to fall out to the rear of the formation and await further instructions. The guards then move to

the guardhouse, and the commander of the first relief prepares the relief to be posted. At the appropriate time, the old guard will be relieved by the new guard. The changing of the guard is accomplished through a ceremony conducted by the two commanders.

Exterior Guard

Exterior guards are not as formal and restricted as interior guards. Examples of exterior guards are lookouts, listening posts, outposts, certain patrols, and other guards in combat zones and field training, and guards outside the limits of a military installation. Exterior guards perform their duties according to special orders and instructions.

You must be able to perform the following:

Recite the General Orders

General Order Number 1. The soldier successfully recites, "*I will guard everything within the limits of my post and quit my post only when properly relieved.*"

General Order Number 2. Successfully recite, "*I will obey my special orders and perform all my duties in a military manner.*"

General Order Number 3. Successfully recite, "*I will report violations of my special orders, emergencies, and anything not covered in my instructions to the commander of the relief.*"

React to an Inspecting Officer

The soldier—

1. Stops walking and assumes position of attention; when the *inspecting* officer approaches, renders a proper hand salute.
2. Executes order arms when salute is returned, and *remains* at attention.
3. When told to "Carry on," assumes position of attention and renders a proper hand salute, holding it until it is returned.
4. Resumes walking post.

Challenge Unknown Persons (Night) and Summon

Commander of Relief

The soldier—

1. Upon seeing or hearing an unknown person, comes to port arms.
2. Commands, "Halt."
3. Calls out, "*Who is/goes there?*"
4. States, "*Advance to be recognized.*"
5. Commands, "Halt," when the person can be seen but not closer than 2 to 3 meters away.
6. Says, "*State your business.*"
7. Requires unknown person to place identification on ground and move back six steps.
8. *Checks identification (ID) while keeping person under observation*
9. If ID and authorization do not match, moves to phone and calls commander of the relief while keeping person under observation.
10. Releases person to commander of the relief and explains that their identification and authorization do not match.

TERRORISM

In 1992, an American soldier was killed in an ambush in Panama. In 1991, another soldier was killed in Panama in a drive-by shooting. Also in 1991, an Air Force sergeant was killed by a bomb in the entryway of his Korean apartment house. Personal animosity did not cause these incidents.

These soldiers were killed simply because they were American military personnel. As symbols of United States power, soldiers are always at risk from criminals and terrorists. While the level and type of threat vary from place to place and time to time, you can do several things to make you less likely to be the target of a criminal or terrorist. By practicing these principles at all times, you will be better prepared for that time when you are living and working in an elevated threat environment.

- Know the threat in your area. Be especially cautious in high-crime areas or areas with a history of terrorist activity.
- Routinely practice crime-prevention measures.
- Be inconspicuous. DO NOT call attention to yourself by dress or action, such as by talking loudly or flashing large sums of money.
- Involve your family in security. A good personal security program covers security at work, at home, and while traveling.
- Ensure family members know where other members are at all times.
- Ensure children DO NOT give any personal information, such as phone numbers, where parents work, and so on, to strangers.
- Ensure family members know emergency phone numbers (police, fire, medical).
- When traveling, DO NOT discuss your work with strangers (no one on the bus, airplane, or train needs to know that you are a soldier).
- DO NOT use luggage or wear clothing or accessories that identify you as a soldier.
- DO NOT work or drive in isolated or high-crime areas.
- Avoid public demonstrations.
- Know where safe areas are (police stations, military installations).
- Report all suspicious personnel or activities, to include surveillance, to proper authorities (chain of command, security officer, police). DO NOT confront suspicious personnel.
- Above all, stay alert. If something seems "wrong," it might well be. Most attacks against US military personnel have occurred to off-duty or traveling personnel who were not following sound security practices. Remember, there is no honor in becoming a victim of a criminal or terrorist attack, so practice personal protection to keep yourself and your family from becoming a victim.

CHAPTER 3

TN STATE GUARD CORE VALUES AND HUMAN RELATIONS TOPICS

Section I: ARMY CORE VALUES

At the heart of our country's strength and power are moral and ethical issues—guidelines for living. While there are hundreds of positive values worthy of attention, a core set of seven exemplifies the Army soldier. These values form the bedrock upon which the military's strength of character is built. We are soldiers 24 hours a day, seven days a week, and we live by these values on and off duty. Your actions on or off duty are a reflection on yourself, the State Guard, and your state. These values are:

- L *OYALTY*
- D *UTY*
- R *ESPECT*
- S *ELFLESS SERVICE*
- H *ONOR*
- I *NTEGRITY*
- P *ERSONAL COURAGE*

LOYALTY

Bear true faith and allegiance to the U.S. Constitution, the Army, your unit, and other soldiers.

Bearing true faith and allegiance is a matter of believing in, and devoting yourself to, something or someone. A loyal soldier is one who supports the leadership and stands up for fellow soldiers. Wearing the uniform of the United States Army is a highly visible means of expressing your loyalty. You show your loyalty to your unit by doing your share. Any time you choose one individual's actions—right or wrong—over the safety and welfare of the rest of the unit, or over your own interest and commitment, you are eroding the value of loyalty.

DUTY

Fulfill your obligations.

Doing your duty means more than carrying out your assigned tasks. The work of the United States Army is a complex combination of missions, tasks, and responsibilities—all in constant motion. And the work, inevitably, is a matter of building one assignment or task on work that has been done previously. Doing your duty is a very important responsibility. Duty also means being able to accomplish tasks as part of a team. You must fulfill your obligations as a part of your unit. Examples include:

voluntarily assuming your share of work load, unwillingly serving as a member of a team, or assuming a leadership role when appropriate. You demonstrate the value of duty when you complete a task even when no one is looking, or when you resist the temptation to take "shortcuts" that might undermine the integrity of the final product. You do your duty as a soldier every time you do something that needs to be done—without being told.

RESPECT

Treat people as they should be treated.

In the Soldier's Code, we pledge to "treat others with dignity and respect and expect others to do the same." Respect to a soldier simply means treating people as they should be treated. It means giving others the same consideration we would like or expect to be given. The Army is one huge team, made up of hundreds of component parts.

There must be connections—ground rules—so that when one soldier approaches,

works with, or talks to another, it is with immediate and unquestioned cooperation and respect. The Army mirrors our country's diversity. Each of us has something to contribute. Respect is what allows us to appreciate the best in other people. Respect is trusting that all people have done their jobs—fulfilled their duty. Self-respect

is a vital ingredient within the Army value of respect that results from knowing you have dug down deep to put forth your best effort.

Your self-respect is shown by taking care of yourself physically, keeping fit, not using drugs or tobacco products (smoking, chewing, and so forth). Finally, respect for other people includes not using profanity and obscene gestures. You are now in the military. What might have been acceptable in your civilian life may not be acceptable in the Army.

SELFLESS SERVICE

Put the welfare of the Nation, the Army, and your subordinates before your own.

In serving your country, you are doing your duty loyally, without thought of recognition or gain. The reward of selfless service is the satisfaction of a job well done—a successful accomplishment that reflects on the soldier and his or her unit. The greatest means of accomplishing selfless service is to dedicate yourself to the teamwork that is the underlying strength of the Army.

It is when thousands of soldiers—work together as a team that spectacular results arise. The basic building block of selfless service is the commitment of each team member to go a little further, endure a little longer, and look a little closer to see how he or she can add to the effort of the unit, platoon, or company. Selfless service is larger than just one person. With dedication to the value of selfless service, each and every soldier can rightfully look back and say, "I am proud to have served my country as a soldier."

HONOR

Live up to Army values.

When we talk about "living up to" something, we mean being worthy of it. We must make choices, decisions, and actions based on the Army core values. Nowhere in our values training does it become more important to emphasize the difference between "knowing" the values and "living" them than when we discuss the value of honor.

Honor is a matter of carrying out, acting, and living the values of respect, duty, loyalty, selfless service, integrity, and personal courage in everything you do. Noticing a situation and deciding to take action to assist another involves respect, duty, and honor. It was a matter of honor that soldiers, at great risk to themselves, distributed food in Somalia and kept the peace in Bosnia, while managing to protect the communities. There are hundreds of examples of soldiers who have distinguished themselves with honorable actions and lives. The Nation's highest military award is named "The Medal of Honor." This award goes to soldiers who make honor a matter of daily living—soldiers who develop habit of being honorable, and solidify that habit with every value choice they make.

INTEGRITY

Do what's right, legally and morally.

When we say that someone has integrity, we mean that person respects the rules of an organization, the country, and life. Such persons can be counted on to do the right thing, live honestly, and relate to others without playing games or having false agendas. Integrity is a quality you develop by adhering to moral principles. It requires that we do and say nothing that deceives others. As your integrity grows, so does the trust others place in you. It's integrity that requires us to pay our debts on time, turn in items that someone else has lost, and follow rules as laid out in the law or in the code

of human ethics and morality. The Soldier's Code says, "No matter what situation I am in, I will never do anything for pleasures, profit, or personal safety that will disgrace my uniform, my unit, or my country." The more choices you make based on integrity, the more this highly prized value will affect your relationships with family and friends, and, finally, the fundamental acceptance of yourself.

PERSONAL COURAGE

Face fear, danger, or adversity (physical or moral).

Personal courage has long been associated with our Army. Accounts of the dangers and hardships that soldiers face are legendary. With physical courage, it is a matter of enduring physical duress and, at times, risking personal safety. Facing moral fear or adversity may be a long, slow process of continuing forward on the right path, especially if taking those actions is not popular with others.

When considering personal courage, physical or moral, there is one important point to be made. Nowhere does the value say that fear must disappear—that you should not feel fear. Some great instances of courage are those carried out by the soldiers who have never seen a battlefield. You can build your personal courage by daily standing up for and acting upon the things that you know are honorable.

Section II:

HUMAN RELATIONS TOPICS

The application of State Guard core values is witnessed through our association with other soldiers and civilians. We are a diverse group of people, with individual personalities and beliefs. Several human relations duties help us work together as a team. How well we will succeed in our mission of defending our country will depend on how well we work together. These are some of the soldier's human relations

topics:

1. Serve as a member of a team.
2. Comply with TCA 58.
3. Comply with Equal Opportunity/Program on Sexual Harassment (EO/POSH) policies.
4. Make an ethical decision.
5. Report indications of suicidal intent.
6. Instill values and appreciation of heritage.
7. Manage personal finances.
8. Instill spiritual, emotional, and mental fitness.
9. Exhibit proper soldier behavior.

SERVE AS A MEMBER OF A TEAM

The TN State Guard defines team as a "group of individuals banded together along organizational lines for the purpose of accomplishing a certain goal." Cohesion is the "glue" that brings people together to make a team it helps soldiers to develop and sustain their commitment and to a team.

It helps soldiers to develop and sustain their commitment and resolve to accomplish the unit's mission. The Army's description of cohesion includes these elements:

- Bonding: "The development of strong interpersonal relationships among soldiers, and between them and their leaders."
- Commitment: "Dedication not only to the unit and what it represents, but to the values and goals of the nation as well."

- Resolve: "The shared determination of soldiers and their leaders to work interdependently to accomplish the mission, and to sustain this capability over a long period of time."
- Cohesion is dependent on several factors:
 - Common goal
 - People working together.
 - Effective communication
 - Mutual assistance

The Buddy System

The State Guard Buddy System provides every soldier an assigned buddy.

Requirements to be a buddy:

- You will be paired based on your strengths that can complement another's weaknesses.

Responsibilities of a buddy:

- Inform your buddy where you will be at all times.
- Pass on information that might affect your buddy.
- Discuss each day's training and the next day's activities.
- Lean on each other for problem solving.
- Encourage your buddy to successfully complete all training requirements.
- Make sure your buddy adheres to appearance and conduct standards.
- Inform the drill sergeant of any problems or status changes in your buddy.
- Never go anywhere without a buddy.
- Assist your buddy in living the Army core values.

The soldier's responsibilities to the unit team:

- Commitment to the squad, platoon, company, and unit above self.
- Cooperate with peers to accomplish goals.
- Adopt standards and values of the unit.

LEGAL ACTIONS

All Tennessee Guard Soldiers are covered under TCA 58-1

The penal provisions of Tennessee Military Law range from Class C misdemeanor up to Class B felony.

The maximum sentences for:

Class C Misdemeanor + 30 days and \$50.00 Fine

Class B Misdemeanor = 6 months and \$500.00 Fine

Class A misdemeanor = 11 months and 29 days and \$2,500.00 fine

Class E Felony = 1 TO 6 years and \$3,000.00 fine

Class D Felony = 2 to 12 years and \$5,000.00 fine

Class C Felony = 3 to 15 years and \$10,000.00 fine

Class B Felony = 8 to 30 years and \$25,000.00 fine

TCA 58-1-602 UNLAWFUL WEARING OF UNIFORM AND DECORATIONS

It is unlawful for a non-member to wear a "currently and duly prescribed uniform of the armed forces of the United States, or any distinctive part of the duly prescribed uniform" The unlawful wearing of a uniform is a Class C misdemeanor. We (TNSG) do not want members wearing unauthorized patches or decorations, no P>X> heroes, if you didn't earn it and the record isn't in your 201 file, don't wear it.

TCA 58-1-603 UNLAWFULTRAFFIC IN MILITARY PROPERTY. Unlawful possession, purchase, or receiving in pledge anything intended for military service, is punished as theft. Depending on value, this can range up to a Class B felony.

TCA58-1-611 FRAUDULENT ENLISTMENT, appointment, or separation is a Class C misdemeanor.

TCA58-1-613 ABSENT WITHOUT LEAVE AWOL. Fails to go to his/her appointed place or duty at the time prescribed; Goes from that place: or absents him/herself or remains from his unit, organization, or other place of duty at which he/she is required to be at the time prescribed; is guilty of a Class C misdemeanor.

TCA58-1-614 MISSING A MOVEMENT is a Class C misdemeanor.

TCA58-1-615 DESRESPECT OT A SUPERIOR COMMISSIONED OFFICER. Is a Class C misdemeanor.

TCA58-1-616 ASSULT OR WILLFULLY DSOBEYING A SUPERIOR COMMISSIONED OFFICER: Is a Class C misdemeanor. Assault is also a civilian Class A misdemeanor. If a weapon is used or there is serious bodily injury then it is a Class C felony.

TCA58-1-617 INSUBORDINATE CONDUCT TOWARD A WARRANT OFFICER OR NON COMMISSIONED OFFICER: Is a Class C misdemeanor

TCA58-1-6198 FAILURE TO OBEY AN ORDER OR REGULATION OR DERELICTION IN PERFORMANCE OF DUTIES: Is a Class B misdemeanor.

TCA58-1-619 CRUELTY AND MALTREATMENT. Anyone who is guilty of cruelty or oppression toward or maltreatment of, any person subject to his orders, is guilty of a Class B misdemeanor.

TCA58-1-620 MUTINY OR SEDITION OR FAILURE TO SUPPRESS MUTINY OR SEDITION: Is a Class felony. Riot and inciting riot are civilian offenses and are a Class A misdemeanors.

TCA58-1-621 MISBEHAVIOR ON ACTIVE DUTY; Is a Class E felony. This is the equivalent of the UCMJ "conduct unbecoming of an officer or enlisted member" and is somewhat of a catch all". If a person on duty does something or fails to do something that is not specifically against military or civilian law or interferes with the unit's mission, then that person can be punished under this provision.

TCA58-1-622 FALSE OFFICIAL STATEMENTS WITH INTENT TO DECEIVE: Is a Class C misdemeanor.

TCA58-1-623 SALE WILLFULLY OR THROUGH GROSS NEGLIGENCE CAUSING THE LOSS, DAMAGE OR DESTRUCTION OF MILITARY PROPERTY: Is a Class B felony

TCA58-1-624 WILLFUL OR RECKLESS WASTE, SPOILAGE OR DESTRUCTION OF ANY PROPERTY, OTHER THAN U.S. OR STATE PROPERTY: Is a Class E felony. Other civilian criminal laws such as vandalism may also apply.

TCA58-1-625 DRUNKEN OR RECKLESS DRIVING: Is a Class A misdemeanor plus the normal DUI punishments.

TCA58-1-626 DRUNK ON DUTY: Is a Class C misdemeanor.

TCA58-1-627 MISBEHAVIOR OF A SENTINEL: Any sentinel or lookout who is found drunk or sleeping upon his post or who leaves it before he is regularly relieved, is guilty of a Class C misdemeanor, if the offense is committed while the guard is in active state service, in the time of emergency, the sentinel is guilty of a Class E felony.

TCA58-1-628 MILINGERING: That is faking illness to avoid work duty, is guilty of a Class E felony.

TCA58-1-629 RIOT OR BREACH OF THE PEACE: Is a Class B misdemeanor. Riot is also a civilian Class A misdemeanor.

TCA58-1-630 FRAUD AGAINST THE GOVERNMENT: Is a Class E felony

STANDARDS OF CONDUCT/JOINT ETHICS:

REGULATIONS

As guardians of the public trust, soldiers are required to place loyalty to the Constitution, laws, and standards of ethical conduct above any personal gain. This ensures that the public, as well as your fellow soldiers, will have confidence in the integrity of the TN State Guard..

To help you understand the standards of ethical conduct you are required to follow, the following examples illustrate both proper and improper conduct. Government property and personnel may be used only for government purposes. For example, it would be wrong for you to use an State Guard truck to move your brother in to a new apartment, or require your subordinates to repair the roof of the church you attend. It also would be wrong to use a government telephone to make a personal long-distance call, unless you use your personal calling card to pay for it. Furthermore, you are required to notify your superior or the Inspector General if you know of any fraud, waste, or abuse of government property or personnel.

Soldiers will not be required or pressured to donate money to buy a gift for a superior who, for example, is sick, being reassigned, or retiring.

It is improper to misuse your official position for yourself, your friends, family, or business associates.

For example, you may not require a subordinate to polish your boots, and a superior may not ask you to buy cookies from his daughter or insurance he sells in his spare time. It is also improper for anyone to require or pressure you to join the enlisted club or some private organization. However, it is okay for someone, even a superior, to tell you about the benefits of joining a club or private organization, as long as he or she makes it clear you are free to join or not to join, and that you will not be punished if you choose not to join. All soldiers are required to be impartial in their official dealings with others. You may not expect preferential treatment from a superior, such as a 3-day pass you are not entitled to, because you were buddies in high school. Likewise, you may not favor subordinates by removing them from the duty roster because they bought cookies from your daughter or insurance from you.

Finally, all soldiers are expected to avoid creating even the appearance of violating the law or ethical standards. If you are not sure about something, you should seek the advice of your superior or the local ethics counselor at your Staff Judge Advocate's office.

TNSG EQUAL OPPORTUNITY AND PREVENTION OF SEXUAL HARASSMENT POLICIES AND PROGRAMS

Equal Opportunity Policy

The policy of the TNSG is to provide equal opportunity and treatment for soldiers, civilian employees, and their families, without regard to race, color, religion, gender, or national origin, and to provide an environment free of sexual harassment. Soldiers are not assessed, classified, trained, assigned, promoted, or otherwise managed on the basis of race, color, religion, gender, or national origin. Further, it is unlawful for a soldier to be a member of a racist group or gang.

Equal Opportunity Program Components

To have a successful EO program, a combination of elements must be in place. These elements include a strong commitment by leaders to support the program, sequential and progressive training at all levels, an effective and responsive complaint system, affirmative action plans, feedback mechanisms, and equal opportunity advisors.

TNSG's Policy on Sexual Harassment

The policy of the TNSG is that sexual harassment is unacceptable conduct and will not be tolerated.

Behaviors that Constitute Sexual Harassment:

Verbal Comments: Telling sexual jokes; using profanity, off-color sexual comments, or threats; or barking, growling, oinking, and whistling at passersby.

Nonverbal Gestures: Leering, ogling (giving the person "the eye" or "once over"), blowing kisses, licking lips, or winking.

Printed Material: Distributing or posting sexually oriented notes, letters, faxes, or computer mail.

Physical Contact: Touching, patting, hugging, pinching, grabbing, cornering, or kissing.

Suggested Individual Actions to Deal with Sexual Harassment

1. Keep a diary or daily journal.
2. Talk with leaders or coworkers.
3. Use an intermediary spokesperson.
4. Write a letter or memorandum.
5. Confront the harasser.
6. Report the harassment to the chain of command.

The TNSG's EO Complaint System

Individuals are encouraged to attempt to resolve their complaints by confronting the alleged offender or by informing other appropriate officials about the offensive behavior or other allegations of disparate or unfair treatment. Individuals are responsible to advise the chain of command of the specifics of discrimination or sexual harassment and provide their chain of command an opportunity to take appropriate action to resolve the issue(s). All personnel must submit legitimate complaints and should exercise caution against frivolous or reckless allegations, as this can also lead to prosecution.

Informal complaints.

An informal complaint is any complaint not submitted in writing. Informal complaints are not subject to any timeline suspense, nor are they reportable to higher headquarters.

Help for Informal Complaints

See your Commander

Formal complaints.

- Inspector General (IG)
- Medical agency personnel

Right to be Heard and Discuss Problems

It is your right to ask advice about personal problems and to give military authorities recommendations and "just and honest" complaints or grievances. If you have a personal problem too large to handle alone or an honest complaint, see your sergeant, first sergeant, and, if necessary your company commander. These people will either assist you to resolve the problem or get you in contact with someone that can assist you. Make sure you have all the facts right and they are all true.

Complaints and requests for assistance may also be made in person, by phone, or in writing to the inspector general (IG). The IG is the place to go if no one within the chain of command has been able to help. During duty hours, see the first sergeant if you want to visit the IG. You will not be punished for making an honest complaint.

MAKE AN ETHICAL DECISION

The ethical decision-making process is something we all have used at one time or another. It is the employment of this process that allows us to make the choices we do.

- Interpret the situation.

- Analyze the factors and forces that relate to the problem.
- The factors and forces that relate to the problem include—
- Laws, orders, and regulations
- Basic national values
- State Guard core values
- Unit operating values
- Personal values
- Institutional pressures
- Choose the best course of action.
- Implement the course of action.

Often, the "right" decision is clear. The ethical decision making process is for those times when no clear best decision can be found.

REPORT INDICATIONS OF SUICIDAL INTENT

Suicide and dealing with a suicidal person are vital concerns. It is important that you recognize the warning signs of a potentially suicidal individual. Suicidal warning signs, such as the following threats, usually precede either a suicide or a suicidal attempt:

- I can't take it.
- You won't have to worry about me.
- I won't be a problem to you anymore.
- I want to go to sleep and never wake up.
- Everyone would be better off if I were dead.
- They'll be sorry when I am gone.
- I don't want to live anymore.
- Soon the pain will be over.
- I'm going to kill myself.
- Personnel you should report suicidal intentions to are:
- Drill sergeants
- Chain of command
- Unit ministry team members (UMT)
- Chaplains
- Medical personnel

INSTILL VALUES AND APPRECIATION OF ARMY HERITAGE AND TRADITIONS

Over the years, many soldiers have served, fought, and died in defense of the beliefs and values that we hold dear. This country was built on the dedication of our forefathers to maintain a standard of freedom that could be passed on to all of us. Our forefathers have left us with the rich heritage full of tradition that makes America what it is today.

Values

- Loyalty: Bear true faith and allegiance to the US & State Constitution, the State Guard, your unit, and other soldiers.
- Duty: Fulfill your obligations.
- Respect: Treat people as they should be treated.
- Selfless Service: Put the welfare of the Nation, State, the State Guard, and your subordinates before your own.
- Honor: Live up to State Guard values.
- Integrity: Do what's right, legally and morally.
- Personal Courage: Face fear, danger, or adversity (physical or moral).

Heritage and Traditions: The words *heritage* and *tradition* hold important meaning for soldiers. It is through these words that our modern-day duties have developed. The why, how, and manner in which we serve in today's State Guard can be traced back to the beginnings of this country and beyond. The State Guard's heritage includes people, events and ideas from the past that influence the present.

Tradition is defined as the visible, daily remainders of the State Guard's ethic, the need for units to work together, and the State Guard's proud heritage. Some traditions are—

21-Gun Salute: The 21-gun salute started with the British. British naval vessels fired their cannons when entering a foreign port as a salute or show of respect. Land bases were expected to fire a large number of volleys to show their greater respect for the British. There was, however, no set number. Because of the limited amount of gunpowder a ship could carry, the British government established a seven-volley fire as a suitable number. They did not, however, feel that seven would be enough for a return salute. They made it known that land forces were expected to fire three volleys for every one they fired. Thus, a 21-volley salute evolved. It has developed further into the highest number of firings given in honor of any American. It is known also as the national salute and the salute to the flag.

Uniforms: The uniform allows others to gather information about its wearer without the wearer having to say anything. The uniform represents the State of Tennessee. The uniform proclaims you as a Tennessee soldier.

- The shoulder sleeve insignia identifies the unit that the wearer is a member of.
- The nametag identifies the wearer of the uniform.
- Badges identify the skills of the wearer.
- Ribbons display the individual's accomplishments.

Chevrons: Chevrons (a French word meaning "rafter") have been used to display rank for quite some time. Chevrons came into the American Army by way of the West Point Cadre uniform. Between the years 1821 and 1832, both officers and enlisted soldiers wore chevrons to indicate rank. Chevrons have been used to identify the enlisted ranks exclusively since 1832.

Marching: Soldiers have been marching in cadence since Alexander the Great. Men marched in step because fighting formations such as the Phalanx (overlapping shields and long spears) required it. This ability was lacking in the American soldier.

General George Washington commissioned Prussian Officer Baron Friedreich von Steuben to establish drill movements and regulations for the American, Army. Thus, a sense of alertness, urgency, attention to detail, self-discipline, and confidence became part of the American soldier. Drill is used for these same purposes today in order to instill discipline and build esprit de corps.

Military Music: The idea of marching in step outside of battle formation was a Roman innovation. The Romans found out that soldiers moved with a little more spirit and efficiency when they marched to a cadence. At first, only drums were used to keep the marching cadence. During the Renaissance Period, when the art of war was revived, military music became art as well, and more and more, new instruments were added.

Taps: Bugle calls have been used for hundreds of years to alert troops on the march. Using military calls to direct soldier movement has been done since ancient times. General Butterfield, along with the brigade bugler (Oliver W.

Norton) created Taps one night in July of 1862. It was developed to signal the end of the day's activities. It has grown to signal much more than that today. It now also marks the passage of an American fighting man from this life, symbolizing the end of the combat soldier's struggle.

Hand Salute: It has been a long-established military custom for juniors to remove their headgear in the presence of superiors. In the British Army, as late as the American Revolution, a soldier saluted by removing his hat. With the advent of cumbersome headgear, which could not be readily doffed, the act of removing the hat degenerated into a gesture—grasping the visor. It finally became conventionalized into something resembling our modern hand salute. Saluting is one way members of the military show respect for each other. The salute is a privilege to be given and to receive.

MAINTAIN SPIRITUAL, EMOTIONAL, AND MENTAL FITNESS

Spiritual Fitness: In maintaining your spiritual fitness, you must do what you feel is correct in order to keep your beliefs, and respect others and their beliefs. Beliefs fall into three categories: cultural, personal, and religious (spiritual).

- *Cultural beliefs* are those you obtain from your family and society.
- *Personal beliefs* are those you yourself form about things.
- *Religious beliefs* are those you obtain through the type of faith you practice.

Emotional Fitness: Maintain emotional fitness by balancing positive and negative emotions. Emotions can include feelings of joy, sorrow, love, hate, and fear. As soldiers, you encounter many situations that will affect you emotionally.

Some examples of these situations are—

- Losing a friend, loved one, or fellow soldier (sorrow).
- Being promoted to the next rank/grade (joy).
- Participating in armed conflict (fear).
- Feeling a sense of camaraderie with your fellow soldiers (happiness).
- Feeling affection for your newborn child (love).

Positive emotions are those that cause you to maintain balance in your life. Balance is the ability to display the appropriate emotion for the situation, and to understand and read the emotional state of others. Positive emotions have a natural calming effect on the mind. When these emotions are in control, you can handle situations with relative ease, and stress levels are usually at their lowest.

Negative emotions are those that cause you to become emotionally unbalanced. Emotional unbalance occurs when you are unable to continue to maintain self-control in a situation, or when you lose the ability to read the emotions of others. Maintaining your emotional fitness is a three-step process: Recognize and understand the emotions you are experiencing.

- Think about your options.
- Respond to them using the TN State Guard core values as your guide.

Mental Fitness: Mental fitness refers to psychological well being and satisfactory adjustment to society and the ordinary demands of life. The following attributes are needed in order to maintain good mental fitness:

- Will
- Self-discipline

- Initiative
- Judgment
- Confidence
- Intelligence
- Cultural awareness

EXHIBIT PROPER SOLDIER BEHAVIOR

The Army family lives by the State Guards Values and Ethics, and the State Guard expects you to also adopt these. Your supervisor and fellow soldiers expect you to show them what you know about these values every day and every time you perform your duties.

The Soldier's Code

- I am a Tennessee soldier—a protector of the greatest state on earth—sworn to uphold the Constitution of the State of Tennessee.
- I will treat others with dignity and respect and expect others to do the same.
- I will honor my State, the TN State Guard, my unit, and my fellow soldiers by living the State Guard values.
- No matter what situation I am in, I will never do anything for pleasure, profit, or personal safety, which will disgrace my uniform, my unit, or my state.
- Lastly, I am proud of my state and its flag. I want to look back and say that I am proud to have served my state as a soldier.

TN State Guard Core Values

- Loyalty: Bear true faith and allegiance to the State
- Constitution, the TN State Guard, your unit, and other soldiers.
- Duty: Fulfill your obligations.
- Respect: Treat people as they should be treated.
- Selfless Service: Put the welfare of the State, the State Guard, and your subordinates before your own.
- Honor: Live up to TN State Guard values.
- Integrity: Do what's right, legally and morally.
- Personal Courage: Face fear, danger, or adversity (physical or moral).

STANDARDS OF CONDUCT

Ethical Conduct

As guardians of the public trust, soldiers are required to place loyalty to the Constitution, laws, and standards of ethical conduct above any personal gain. This ensures that the public, as well as your fellow soldiers, will have confidence in the integrity of the TNSG. To help you understand the standards of ethical conduct you must adhere to, each of the following examples illustrate both proper and improper conduct:

Misuse of Government Property and Personnel.

Government property and personnel can be used only for government purposes. For example, it would be wrong for you to type a personal letter on a government computer; take pens and paper bought by the State Guard and give them to your children to play with; use an State truck to move your brother

into a new apartment; or require your subordinates to repair the roof of the church you attend. It also would be wrong to use a government telephone to make a personal long distance call, unless you use your personal calling card to pay for it. Further, you are required to notify your superior or the Inspector General if you know of any fraud, waste, or abuse of government property or personnel.

Pressure to Contribute. Soldiers cannot be required or pressured to donate money to buy a gift for a superior who, for example, is sick, being reassigned, or retiring. However, it is proper for someone to ask you to make a small contribution, such as \$5, for a gift to a superior, so long as it is made clear that you are free to contribute less or nothing at all. It is also proper for someone to distribute an announcement of a party for a superior who is leaving, and include a small amount for a departure gift in the fee for the party. Also, for example, you can take flowers to your superior's house when you and your spouse are invited over for a cookout, but it would be wrong for your superior to require or pressure you to bring flowers.

Abuse of Authority. It is improper to misuse your official position for yourself or others. You cannot require a subordinate to polish your boots, and superiors cannot ask you to buy cookies their children are selling or products they sell in their spare time such as insurance. It is also improper for anyone to require or pressure you to join the enlisted club or a private organization. However, it is proper for someone, even a superior, to tell you about the benefits of joining a club or private organization, so long as they make it clear that you are free to join or not join as you desire and that you will not be punished if you choose not to join.

Preferential Treatment. All soldiers are required to be impartial in their official dealings with others. You cannot expect preferential treatment from a superior, such as a 3- day pass you are not entitled to, because you were buddies in high school. Likewise, you cannot favor a subordinate by removing him from the duty roster because he bought cookies from your daughter or insurance from you.

Violation of Laws and Ethics. All soldiers are expected to avoid creating even the appearance of violating the law or ethical standards. If you are not sure about something, seek the advice of your superior or ask the ethics counselor at your local Staff Advocate's office.

Conduct On and Off Duty As a soldier, you have accepted a solemn obligation: to defend the ideals of freedom, justice, truth, and equality found in the Declaration of Independence and the United States Constitution. Whether you are serving a single term or making a career of the military, your actions should never be contrary to the ideals and principles upon which this state and nation were founded.

You are expected and encouraged to carry out your obligations as a private citizen. It is hoped that you will register, vote, and express your personal opinions on political candidates and issues.

So that the military remains free of involvement with any particular political party, your political activities are somewhat restricted while you are on active duty. You may not, for instance, take part in partisan political campaigns or conventions. You may take part in political rallies or meetings or in public demonstrations provided you do not wear your uniform or participate during duty hours. You must make sure that people do not think you are representing the TNSG at any of these activities.

CHAPTER 4: SELECTED COMMON TASK

Section I: Navigation

**Navigate From One Point On The Ground To Another Point While Dismounted
071-329-1006**

Conditions: Given a standard 1:50,000 scale military map of the area, a coordinate scale and protractor, compass, and pencil and paper.

Standards : Move on foot from the start point to the correct destination or objective by the most advantageous route to negotiate based on the terrain and the tactical situation.

| Performance Steps |
|---|
| 1. Identify topographic symbols on a military map. a. Identify the six basic colors on a military map (black, blue, brown, green, red, and red-brown). b. Identify the symbols used on a military map to represent physical features, such as physical surroundings or objects. c. Identify the marginal information found on the legend. (1) Marginal information at the top of the map sheet (2) Marginal information at the bottom of the map sheet. |
| 2. Identify the five major and three minor terrain features on a military map. a. Major terrain features are hills, ridges, valleys, saddles, and depressions. b. Minor terrain features are draws, spurs, and cliffs |
| 3. Determine grid coordinates for the point on the map. a. Locate the grid square in which the point is located. b. Determine a six-digit grid coordinate. A six-digit coordinate will locate a point on the ground within 100 meters. c. Determine an eight-digit grid coordinate. An eight digit-grid coordinate will locate a point on the ground to within 10 meters. d. Record the grid coordinates with the correct two-letter 100,000-meter-square identifier. |

| Performance Steps |
|--|
| <p>4. Measure distance on a map.</p> <p>a. Identify the scale of the map. The map scale is the ratio (1:50,000) of the distance on map (1 inch) compared to the distance on the ground (usually 50,000 inches).</p> <p>b. Convert a straight-line map distance to miles, meters or yards using the map's bar scale.</p> <p>c. Convert a road map distance to miles, meters or yards using the map's bar scale.</p> |
| <p>5. Determine a grid azimuth using a protractor.</p> <p>a. Locate your points on the map and the north-south grid lines. Position the coordinate scale of the protractor and read the azimuth in degrees or mils.</p> <p>b. Azimuths are given in degrees or mils in a clockwise direction from north, and all azimuths taken from the map are grid azimuths.</p> |
| <p>6. Convert a magnetic azimuth to a grid azimuth and a grid azimuth to magnetic azimuth.</p> <p>a. Convert azimuths that have an easterly G-M angle. To convert a magnetic azimuth to a grid azimuth, add the value of the G-M angle to the magnetic azimuth. To convert a grid azimuth, subtract the G-M angle from the grid azimuth.</p> <p>b. Convert azimuths that have a westerly G-M angle. To convert a magnetic azimuth to a grid azimuth, subtract the value of the G-M angle from the magnetic azimuth. To convert a grid azimuth to a magnetic azimuth, add the value of the G-M angle to the grid azimuth.</p> |

| Performance Steps |
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| <p>7. Locate an unknown point on a map and on the ground by intersection.</p> <p>a. Use the map and compass method. Determine the G-M angle of the map you are using. Locate and mark your position on the map. Convert the magnetic azimuth to a grid azimuth. Place the protractor on the map and draw a line from your position on the map along this grid azimuth. Move to a second location and repeat these steps.</p> <p>b. Use the straightedge method. Locate and mark your position on the map. Lay a straightedge on the map with one end at your position as a pivot point, and rotate the straightedge until unknown point is sighted along the edge. Draw a line along the straightedge.</p> |
| <p>8. Locate an unknown point on a map and on the ground by resection.</p> <p>a. Using the map and compass method. Determine the G-M angle of the map you are using. Locate two known positions on the ground and mark them on the map. Measure the magnetic azimuth to one of the known locations and change it to a grid azimuth. If it is a westerly G-M angle subtract it, if easterly add the degrees to magnetic azimuth.</p> <p>b. Change this grid azimuth to a back azimuth and place the protractor on the map. Place a tick mark at the degrees you want to plot. Draw a line on the map from this position on the grid back azimuth that you found in the direction of your unknown position.</p> <p>c. Repeat the above steps from a second position.</p> <p>d. Perform resection without the use of a compass. Orient your map as closely as you can. Look for some terrain feature that you can find on the map. Put a straightedge on the map and place it next to the feature on the map. Then align the straightedge so it points directly at the real feature and draw a line along the straightedge.</p> |

| Performance Steps |
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| <p>Find another feature, such as a road junction and do the same thing. Draw another line along the straightedge and where the lines cross is your location.</p> <p>e. To perform a modified resection you must be located on a linear feature such as a road or stream. First orient your map, then find some feature that you can also find on the map. Put a straightedge through the feature on the map and align the straightedge so that it points directly at the real terrain feature. Draw a line along the straightedge. The point where the line crosses the linear feature you are on is your location.</p> |
| <p>9. Compute back azimuths to degrees or mils.</p> <p>a. To determine a back azimuth using degrees you add 180 degrees if your azimuth is less than 180 degrees. If your azimuth is more than 180 you subtract 180 degrees.</p> <p>b. To determine a back azimuth using mils you add 3200 mils if your azimuth is less than 3200 mils. If your azimuth is more than 3200 you subtract 3200 mils.</p> |
| <p>10. Determine a magnetic azimuth with a lensatic compass.</p> <p>a. The floating dial is used to determine the direction in which you are pointing your compass. The outer, black ring of numbers and tick marks is used for finding direction in mils. The inner, red ring of numbers and tick marks is used for finding direction in degrees.</p> <p>b. There are 360 degrees or 6400 mils in a circle. These are marked with a tick mark every 5 degrees or 20 mils. However, not every tick mark is numbered. You will have to determine the number for these lines using the numbers that are shown.</p> <p>c. Use your compass to determine or follow an azimuth. The arrow on the compass points toward magnetic north. Any mass of metal; for example, a truck, your rifle, your helmet, and even electrical power lines also attract the arrow. Thus, be sure you use your compass away from metal objects so it will not give a wrong reading.</p> |

| Performance Steps |
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| d. Use the compass-to-cheek method or the center-hold method to determine your azimuth. |
| 11. Determine the elevation of a point on the ground using a map. a. Determine the contour interval for your map. b. Determine the elevation of a point to within half the value of the contour interval. |
| 12. Orient a map using a lensatic compass. a. Determine if the G-M angle exceeds 3 degrees. If the G-M angle is less than 3 degrees do not line up the north arrow. b. Align the side of the compass with a north-south grid line and orient the map. |
| 13. Orient a map to the ground by map-terrain association. a. Match terrain features appearing on your map with physical features on the ground. b. Check orientations obtained by this method by placing a compass along one of the north-south grid lines to keep from orienting the map in the wrong direction (that is, 180 degrees out) or by aligning two or more features. Ensure you incorporate the declination constant. |
| 14. To determine your location on the ground by terrain association: a. Determine the type of terrain feature upon which you are located. b. Determine what types of terrain features surround your location. c. Orient your map. d. Determine the four cardinal directions (North, South, East, and West). e. Determine your location. |

| Performance Steps |
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| 15. Select a movement route using a map. Your route must: a. Take advantage of maximum cover and concealment. b. Ensure observation and fields of fire for the overwatch or fire support elements. c. Allow positive control of all elements. d. Accomplish the mission quickly without unnecessary or prolonged exposure to enemy fire. |

Evaluation Preparation: Select an area with varying terrain & veg that is large enough to have two points, 1,000 to 2,000 meters apart. Each point will be on or near an identifiable terrain feature & will be marked on the ground with a sign containing a letter or number. Dummy signs should be placed not less than 100 meters nor more than 200 meters to the left or right of the correct point. Clearly mark all correct points on the map. Prepare a sheet of paper giving the azimuth & distance for each leg of the course to be covered. Have pencils for the tested soldier Brief Soldier: Terrain association. Give the soldier the map & tell him or her to identify the best route to take between the two points that have been plotted on the map (1,000 to 2,000 meters apart). Note: The best route must be determined by a SME before the test. Give the soldier the map & tell him or her that he or she must move from point A plotted on the map to point B (1,000 to 2,000 meters apart) using terrain association (no compass will be used). Tell the soldier he or she has _ time to complete the course. Dead reckoning. Give the soldier the sheet of paper with the azimuth & the distance for each leg of the course (three to five points, 200 - 500 meters apart), & the compass (no map will be used). Tell the soldier to move over the course shown

by the azimuth & the distance on the paper. Tell the soldier to record the letter or number at the end of each leg of the course. Tell the soldier he or she has _ time to complete the course.

NOTE: Time standards will be based on the average time it takes two SME to complete the course plus 50 percent, exp: SME time, 1 hr. 1 hr added to 50% = course test Time of 1 hr 30 min. Soldiers being tested will be given 10 min to study the map & to determine their course of action. At the end of this test time, the soldier will move to the start point & begin the test. Time will start when soldiers leave the start point & end when the finish point is crossed.

| Performance Measures | Results |
|---|------------|
| 1. Terrain association. a. Best route - Identified the best route within 10 minutes and explained reason for picking that route. b. Wrote down the correct letter or number at the end of each leg of the course. c. Arrived at correct destination within the specified time. | GO / NO GO |
| 2. Dead reckoning. a. Wrote down the correct letter or number of each leg of the course. b. Arrived at correct destination within the specified time. | GO / NO GO |

Evaluation Guidance: Score the soldier GO if all performance measures are passed. Score the soldier NO GO if any performance measure is failed. If the soldier scores NO GO, show what was done wrong and how to do it correctly.

Reference: FM 21-26

Section II: Tactics

Control Entry Into A Restricted Area
071-990-0003

Conditions: Given the current challenge and password and a defensive position with a designated sector of fire, your individual weapon and load carrying equipment (LCE). Enemy and friendly personnel may enter your sector. Standards: Detect and halt all personnel in your sector and challenge them, using the correct challenge. Allow personnel with the correct password to pass and detain (capture) personnel without the password. Do not allow the enemy to overhear the password.

| Performance Steps |
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| 1. Challenge a single person desiring access to your area of responsibility. (See Performance Measures for detailed steps.) |
| 2. Challenge a group desiring access to your area of responsibility. |

Evaluation Preparation: Simulate a situation in which soldiers can use the challenge and password. Issue the challenge and password to those who will play the role of friendly troops and the correct and incorrect password to those who will play the role of unidentified troops. The person playing the part of the intruder will vary responses upon being challenged. Brief Soldier: Tell the soldier to challenge all those who approach the defensive position.

| Performance Measures | Results |
|---|------------|
| 1. Challenged a single person desiring access to your area of responsibility. <ul style="list-style-type: none"> a. Commanding the person to halt before that person gets close enough to pose a threat using a clear voice, just loud enough to be heard. b. Keeping the person covered. c. Asking "Who is there?" Again, using a clear voice just loud enough to be heard so the enemy will not overhear if nearby. d. Having the person identify himself or herself, such as "Private Willard, messenger." e. Ordering the person to "Advance to be recognized." f. Maintaining your concealed position and keeping the person covered with your weapon. When the stranger gets within two or three meters of you, again ordering him or her to halt. g. Issuing the challenge in a soft voice and get the password in reply. h. Giving permission to pass on hearing the correct password, if you have no reason for doubt. i. Disarming and detaining any person(s) not able to identify themselves or give the correct password. Then notifying your immediate supervisor. | GO / NO GO |

| Performance Measures | Results |
|---|-------------------|
| <p>2. Challenged a group desiring access to your area of responsibility.</p> <ul style="list-style-type: none"> a. Commanding the group to halt before they are close enough to pose a threat, using a clear voice, just loud enough to be heard. b. Keeping the group covered. c. Giving the order "Advance one person to be recognized." This should be the leader of the group. d. Maintaining your concealed position and keeping the person covered with your weapon. When the person gets within two or three meters of you, again ordering him or her to halt. e. Asking "Who is there?" Again, using a clear voice just loud enough to be heard so the enemy will not overhear if nearby. f. Having the person identify the group such as "friendly patrol." g. Issuing the challenge in a soft voice and get the password in reply. h. Ordering the rest of the patrol to advance one by one and ensuring the leader identifies each person. i. Disarming and detaining any person(s) not able to identify themselves to the leader's satisfaction. Then notifying your immediate supervisor. | <p>GO / NO GO</p> |

Evaluation Guidance: Score the soldier GO if all performance measures are passed. Score the soldier NO GO if any performance measure is failed. If the soldier scores NO GO, show the soldier what was done wrong and how to do it correctly.

References

FM 22-6

Report Intelligence Information
301-371-1000

Conditions: You have observed enemy activity, significant terrain and weather features and must immediately report the activity to your chain of command via radio, wire, cable, or messenger.

Standards: Submit your observations in a spot report, using the S-A-L-U-T-E format, to your chain of command, within five minutes of observing enemy activity. You will correctly identify six out of six S-A-L-U-T-E items.

| Performance Steps |
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| 1. Identify enemy activity. Determine whether observed activity is friendly or enemy. If unable to make determination, report activity as unknown. |
| 2. Record information in a spot report, using the S-A-L-U-T-E format. a. The spot report is a report containing information for which speed of transmission is essential. A spot report does not have a prescribed format, but use of the S-A-L-U-T-E format will ensure reporting of essential information. b. Define S-A-L-U-T-E acronym. (1) S - Size. Report the number of personnel, vehicles, aircraft, or size of an object. (2) A - Activity. Report detailed account of actions, i.e., direction of movement, troops digging in, artillery fire, type of attack, nuclear, biological, chemical activity, etc. |

| Performance Steps |
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| (3) L - Location. Report where you saw the activity. Include grid coordinates or reference from a known point including the distance and direction from the known point. (4) U - Unit. Report the enemy's unit. If the unit is unknown, report any distinctive features, such as uniforms, patches or colored tabs, headgear, vehicle identification markings, etc. (5) T - Time. Report the time the activity was observed, not the time you report it. Always report local or Zulu time. (6) E - Equipment. Report all equipment associated with the activity, such as weapons, vehicles, tools. If unable to identify the equipment, provide as much detail as you can so an identification can be made by higher headquarters. (7) Remarks. Include any information not included in the S-A-L-U-T-E format. |
| 3. Provide the spot report to the chain of command. |

Evaluation Preparation: Position two to four personnel (dressed in aggressor uniforms if available) where they are observable with the naked eye (or binoculars if available). Direct the aggressors to perform some type of activity such as setting up camp, cleaning weapons, working on a vehicle, or studying maps. Provide the soldier with a 1:50,000 scale topographic map of the test area. If you require the soldier to write the report, provide paper and a pen or pencil. If you require the soldier to radio the report to someone else, provide two radios and a signal operating instruction.

Brief Soldier: Tell the soldier that he or she will correctly identify six out of six S-A-L-U-T-E items and submit their observations in a spot report, using the S-A-L-U-T-E format, to their chain of command, within five minutes of observing enemy activity.

| Performance Measures | Results |
|--|------------|
| 1. Recorded observations of enemy activity in a spot report which includes: a. Size. b. Activity. c. Location. d. Unit. e. Time. f. Equipment. | GO / NO GO |
| 2. Reported all information to the chain of command within five minutes of observation. | GO / NO GO |

Evaluation Guidance: Score the soldier GO if all performance measures are passed within 5 minutes. Score the soldier NO GO if any performance measure is failed. If the soldier scores NO GO, show the soldier what was done wrong and how to do it correctly.

References: FM 21-75

Section III: First Aid

Evaluate A Casualty

081-831-1000

Conditions: You have a casualty who has signs and/or symptoms of an injury.

Standards: Correctly evaluated the casualty following the correct sequence. Identified all injuries and/or conditions. Immobilized the casualty if a neck or back injury was suspected.

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| Performance Steps |
| NOTE: When Evaluating and/or Treating A Casualty, Seek Medical Aid As Soon As Possible. Do Not Stop Treatment. But, If The Situation Allows, Send Another Person To Find Medical Aid. |
| WARNING: If There Are Signs Of Chemical Or Biological Agent Poisoning, Immediately Mask The Casualty. If It Is Not Nerve Agent Poisoning, Decontaminate Exposed Skin And Gross Contamination (Large Wet Or Oily Spots) Of The Clothing Or Over-Garments. If Nerve Agent Poisoning, Administer The Antidote Before Decontamination. (See Task Perform First Aid For Nerve Agent Injury, Task Number 081-831-1044.) Warning: If A Broken Neck Or Back Is Suspected, |
| Performance Steps |
| Do Not Move The Casualty Unless To Save a Life. |
| 1. Check for responsiveness. a. Ask in a loud, but calm voice, "Are you okay?" b. Gently shake or tap the casualty on the shoulder. c. Watch for a response. If the casualty does not respond, go to step 2. d. If the casualty is conscious, ask where he or she feels different than usual or where it hurts. Go to step 3. If the casualty is conscious but is choking and cannot talk, stop the evaluation and begin treatment. (See task Perform First Aid To Clear An Object Stuck In The Throat Of A Conscious Casualty, task number 081-831-1003.) |
| 2. Check for breathing. a. Look for rise and fall of the casualty's chest. b. Listen for breathing by placing your ear about 1 inch above the casualty's mouth and nose. c. Feel for breathing by placing your hand or cheek about 1 inch above the casualty's mouth and nose. If the casualty is not breathing, stop the evaluation and begin treatment. (See task Perform mouth-to-mouth Resuscitation, task number 081-831-1042.) |
| NOTE: Checking for pulse is accomplished during performance of mouth-to-mouth resuscitation as necessary. |
| 3. Check for bleeding. a. Look for spurts of blood or blood-soaked clothes. b. Look for entry and exit wounds. c. If bleeding is present, stop the evaluation and begin treatment as appropriate. (1) Arm or leg wound. (See task Perform First Aid for Bleeding of an Extremity, task number 081-831-1032.) (2) Partial or complete amputation. (See task Perform First Aid for Bleeding of an Extremity, task number 081-831-1032.) |

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| Performance Steps |
| <p>(3) Open head wound. (See task Perform First Aid for an Open Head Wound, task number 081-831-1033.)</p> <p>(4) Open abdominal wound. (See task Perform First Aid for an Open Abdominal Wound, task number 081-831-1025.)</p> <p>(5) Open chest wound. (See task Perform First Aid for an Open Chest Wound, task number 081-831-1026.)</p> |
| <p>4. Check for shock.</p> <p>a. Look for any of the following signs and/or symptoms.</p> <ol style="list-style-type: none"> (1) Sweaty but cool skin (clammy skin). (2) Paleness of the skin. (3) Restlessness or nervousness. (4) Thirst. (5) Loss of blood (bleeding). (6) Confusion. (7) Faster than normal breathing rate. (8) Blotchy or bluish skin, especially around the mouth. (9) Nausea and/or vomiting <p>b. If signs or symptoms of shock are present, stop the evaluation and begin treatment. (See task Perform First Aid to Prevent or Control Shock, task number 081-831-1005.)</p> |
| <p>WARNING: Leg Fractures Must Be Splinted Before Elevating The Legs As A Treatment For Shock (See Task Perform First Aid For A Suspected Fracture, Task Number 081-831-1034.)</p> |
| <p>5. Check for fractures.</p> <p>a. Look for the following signs and symptoms of a back or neck injury:</p> <ol style="list-style-type: none"> (1) Pain or tenderness of the neck or back area. (2) Cuts or bruises in the neck or back area. (3) Inability of a casualty to move (paralysis or numbness). |

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| Performance Steps |
| <ul style="list-style-type: none"> (a) Ask about the ability to move (paralysis). (b) Touch the casualty's arms and legs; ask whether he or she can feel your hand (numbness). (4) Unusual body or limb position. |
| WARNING: Unless There Is Immediate Life-Threatening Danger, Do Not Move A Casualty Who Has A Suspected Back Or Neck Injury. |
| <ul style="list-style-type: none"> b. Immobilize any casualty suspected of having a neck or back injury by doing the following: <ul style="list-style-type: none"> (1) Tell the casualty not to move. (2) If a back injury is suspected, place padding under the natural arch of the casualty's back. (3) If a neck injury is suspected, place a roll of cloth under the casualty's neck and put boots (filled with dirt, sand, etc.) or rocks on both sides of the head. c. Check the casualty's arms and legs for open or closed fractures. <ul style="list-style-type: none"> (1) Check for open fractures. <ul style="list-style-type: none"> (a) Look for bleeding. (b) Look for bone sticking through the skin. (2) Check for closed fractures. <ul style="list-style-type: none"> (a) Look for swelling. (b) Look for discoloration. (c) Look for deformity. (d) Look for unusual body position. d. If a fracture to an arm or leg is suspected, stop the evaluation and begin treatment. (See task Perform First Aid for Suspected Fracture, task number 081-831-1034.) |
| 6. Check for burns. <ul style="list-style-type: none"> a. Look carefully for reddened, blistered, or charred skin. Also check for singed clothes. b. If burns are found, stop the evaluation and begin treatment. (See task Perform First Aid For Burns, task number 081-831-1007.) |

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| Performance Steps |
| 7. Check for head injury. <ul style="list-style-type: none"> a. Look for the following signs and symptoms: <ul style="list-style-type: none"> (1) Unequal pupils. (2) Fluid from the ear(s), nose, mouth, or injury site. (3) Slurred speech. (4) Confusion. (5) Sleepiness. (6) Loss of memory or consciousness. (7) Staggering in walking. (8) Headache. (9) Dizziness. (10) Vomiting. (11) Paralysis. (12) Convulsions or twitches. b. If a head injury is suspected, continue to watch for signs which would require performance of mouth-to-mouth resuscitation (see task Perform mouth-to-mouth Resuscitation, task number 081-831-1042), treatment for shock (see task Perform First Aid To Prevent or Control Shock, task number 081-831-1005), or control of bleeding (see task Perform First Aid for an Open Head Wound, task number 081-831-1033.) |
| 8. Seek medical aid. Seek medical assistance as soon as possible, but you must not interrupt treatment. If possible send another person to find medical aid. |

Evaluation Preparation: Prepare a "casualty" for the soldier to evaluate by simulating one or more wounds or conditions. Simulate the wounds using a war wounds moulage set, casualty simulation kit, or other available materials. You can coach a "conscious casualty" to show signs of such conditions as shock or head injury and to respond to the soldier's questions about location of pain or other symptoms of injury. However, you will have to cue the soldier during evaluation of an "unconscious casualty" as to whether the casualty is breathing and describe the signs or conditions, such as shock, as the soldier is making the checks.

Brief Soldier: Tell the soldier to do, in order, all necessary steps to evaluate the casualty and identify all wounds and/or conditions. Tell the soldier to tell you what first aid action (give mouth-to-mouth resuscitation, bandage the wound, etc.) he or she would take but that first aid is not to be performed unless a neck or back injury is found.

| Performance Measures | Results |
|---|----------|
| 1. Checked for responsiveness. | GO/NO-GO |
| 2. Checked for breathing, if necessary. | GO/NO-GO |
| 3. Checked for bleeding. | GO/NO-GO |
| 4. Checked for shock. | GO/NO-GO |
| 5. Checked for fractures and immobilize neck or back injuries if found. | GO/NO-GO |
| 6. Checked for burns. | GO/NO-GO |
| 7. Checked for a head injury. | GO/NO-GO |
| 8. Sought medical aid. | GO/NO-GO |
| 9. Performed all necessary steps in sequence. | GO/NO-GO |

Evaluation Guidance: Score the soldier GO if all performance measures are passed. Score the soldier NOGO if any performance measure is failed. If the soldier scores NO-GO, show the soldier what was done wrong and how to do it correctly.

References: FM 21-11

Perform First Aid To Clear An Object Stuck In The Throat Of A Conscious Casualty
081-831-1003

Conditions: You see a conscious casualty who is having a hard time breathing because something is stuck in his or her throat.

Standards: Cleared the object from the casualty's throat. Gave abdominal or chest thrusts until the casualty could talk and breathe normally and you were relieved by a qualified person. Performed mouth-to-mouth resuscitation if the casualty lost consciousness.

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| Performance Steps |
| 1. Determine if the casualty needs help. a. If the casualty has good air exchange (able to speak or cough forcefully - may be wheezing between coughs), do not interfere except to encourage the casualty. b. If the casualty has poor air exchange (weak coughing with high-pitched noise between coughs and signs of shock), continue with step 2. c. If the casualty has a complete airway obstruction (cannot speak, breathe, or cough at all and may be clutching his or her neck and moving erratically), continue with step 2. |
| NOTE: Abdominal thrusts should be used unless the victim is in the advanced stages of pregnancy, is very obese, or has a significant abdominal wound. |
| 2. Perform abdominal or chest thrusts. a. Abdominal thrusts. (1) Stand behind the casualty. (2) Wrap your arms around the casualty's waist. (3) Make a fist with one hand. (4) Place the thumb side of the fist against the abdomen slightly above the navel and well below the tip of the breastbone. |

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| Performance Steps |
| (5) Grasp the fist with the other hand. (6) Give quick backward and upward thrusts. |
| NOTE: Each thrust should be a separate, distinct movement. Thrusts should be continued until the obstruction is expelled or the casualty becomes unconscious. |
| b. Chest thrusts. (1) Stand behind the casualty. (2) Wrap your arms under the casualty's armpits and around the chest. (3) Make a fist with one hand. (4) Place the thumb side of the fist on the middle of the breastbone. (5) Grasp the fist with the other hand. (6) Give backward thrusts. |
| NOTE: Each thrust should be performed slowly and distinctly, and with the intent of relieving the obstruction. |
| 3. Continue to give abdominal or chest thrusts as required. Give abdominal or chest thrusts until the obstruction is clear, a qualified person relieves you, or the casualty becomes unconscious. |
| NOTE: If the casualty becomes unconscious, perform a finger sweep and then start mouth-to-mouth resuscitation procedures. NOTE: If the obstruction is cleared, watch the casualty closely and check for other injuries if necessary. |

Evaluation Preparation: You need another soldier to play the part of the casualty.

Brief Soldier: Describe the symptoms of a casualty with good air exchange, poor air exchange, or a complete airway obstruction. Inform the soldier that you will ask the soldier what should be done. Score for step 1 will be based upon the answer. Then tell the soldier he will do all of the first aid steps required to clear an object from the casualty's throat and have to demonstrate where to stand, how to position his or her hands, and how to position the casualty for the thrusts. The soldier will tell you how the thrusts should be done. Ensure that the soldier understands that he or she must not actually do the thrusts. Do not evaluate step 3 in the simulated mode.

| Performance Measures | Results |
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| 1. Determined if the casualty needs help. | GO /NO-GO |
| 2. Performed abdominal or chest thrusts as required. | GO /NO-GO |
| 3. Continued abdominal or chest thrusts as required. | GO /NO-GO |

Evaluation Guidance: Score the soldier GO if all performance measures are passed. Score the soldier NOGO if any performance measure is failed. If the soldier scores NO-GO, show the soldier what was done wrong and how to do it correctly.

References:FM 21-11

Perform First Aid to Prevent Or Control Shock
081-831-1005

Conditions: You see a casualty who is breathing. There is no uncontrolled bleeding. The casualty has one or more of the symptoms of shock. Given necessary equipment and materials, a field jacket, blanket or poncho.

Standards: Attempted to prevent the casualty from going into shock by: positioning the casualty correctly, loosened binding clothes, calmed and reassured casualty, provided shade from direct sunlight during hot weather, and covered casualty to prevent body heat loss during cold weather. No further injury was caused to the casualty.

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| Performance Steps |
| 1. Position the casualty. a. Move the casualty to cover if cover is available and the situation permits. b. Lay the casualty on his or her back unless a sitting position will allow the casualty to breathe easier. c. Elevate the casualty's feet higher than the heart using a stable object so the feet will not fall. |
| WARNING: Do Not Elevate The Casualty's Legs. If The Casualty Has A Fractured Or Broken Leg, An Abdominal Wound, Or A Head Wound. |
| 2. Loosen clothing at the neck, waist, or anywhere it is binding. |
| WARNING: Do Not Loosen Clothing If In A Chemical Area. |
| 3. Prevent the casualty from chilling or overheating. a. Cover the casualty to avoid loss of body heat and, in cold weather, place cover under as well as over the casualty. Use a blanket or clothing, or improvise a cover. b. Place the casualty under permanent or improvised shelter in hot weather to shade him or her from direct sunlight. |
| WARNING: Do Not Give The Casualty Anything To Eat Or Drink. |
| 4. Calm and reassure the casualty. a. Take charge and show self-confidence. b. Assure the casualty that he or she is being taken care of. |

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| Performance Steps |
| WARNING: If You Must Leave The Casualty, Turn His Or Her Head To The Side To Prevent Choking If Vomiting Occurs. |
| 5. Seek medical aid. |
| NOTE: Watch the casualty closely for life-threatening conditions, check for other injuries, and seek medical aid. |

Evaluation Preparation: You will need another soldier to play the part of the casualty. Have the casualty lie down. You can have a canteen of water available and have the casualty say that he or she is thirsty while testing step 3.

Brief Soldier: Tell the soldier to do all necessary first aid steps to prevent shock. You can vary the test by telling the soldier whether it is hot or cold or that the casualty has a broken leg or abdominal wound to see if the soldier knows what to do. Do not evaluate step 5 in the simulated mode.

| Performance Measures | Results |
|---|------------|
| 1. Positioned the casualty correctly. | GO / NO-GO |
| 2. Loosened tight/binding clothes. | GO / NO-GO |
| 3. Prevented the casualty from chilling or overheating. | GO / NO-GO |
| 4. Reassured the casualty. | GO / NO-GO |
| 5. Sought medical aid. | GO / NO-GO |

Evaluation Guidance: Score the soldier GO if all performance measures are passed. Score the soldier NOGO if any performance measure is failed. If the soldier scores NO-GO, show the soldier what was done wrong and how to do it correctly.

References: FM 21-11

Perform First Aid for Heat Injuries
081-831-1008

Conditions: You see a casualty who has signs and symptoms of a heat injury. The casualty has a full canteen of cool water.

Standards: Recognized the type of heat injury and administered appropriate first aid.

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| Performance Steps |
| 1. Identify the three types of heat injury. |
| 2. Perform first aid for the heat injuries. |

Evaluation Preparation: N/A

Brief Soldier: Describe to the soldier the signs and/or symptoms of heat cramps, heat exhaustion, and heatstroke, and tell the soldier you will ask him what type of heat injury is indicated and what should be done to treat the heat injury described.

| Performance Measures | Results |
|---|----------|
| 1. Identified the three types of heat injury. a. Heat cramps symptoms. (1) Muscle cramps of the arms, legs, or abdomen. (2) Excessive sweating. (3) Thirst. b. Heat exhaustion symptoms. (The first five symptoms occur often. The others occur sometimes.) (1) Profuse sweating with pale, moist, cool skin. (2) Headache. (3) Weakness. (4) Dizziness. | GO/NO-GO |

| Performance Measures | Results |
|---|------------|
| <ul style="list-style-type: none"> (5) Loss of appetite. (6) Heat cramps. (7) Nausea with or without vomiting. (8) Urge to defecate. (9) Chills (goose flesh). (10) Rapid breathing. (11) Tingling of the hands and/or feet. (12) Confusion. c. Heatstroke symptoms. <ul style="list-style-type: none"> (1) Flushed, hot, dry skin. (2) Headache. (3) Dizziness. (4) Nausea. (5) Confusion. (6) Weakness. (7) Loss of consciousness. (8) Seizures. (9) Weak and rapid pulse and breathing. | |
| <ul style="list-style-type: none"> 2. Performed first aid for the heat injuries. <ul style="list-style-type: none"> a. Heat cramps. <ul style="list-style-type: none"> (1) Moved the casualty to a cool or shady area or improvised shade. (2) Loosened the casualty's clothing unless in a chemical environment. (3) Made the casualty slowly drink at least one canteen of cool water. (4) Sought medical aid if the cramps continue. b. Heat exhaustion. <ul style="list-style-type: none"> (1) Moved the casualty to a cool or shady area or improvised shade. | GO / NO-GO |

| Performance Measures | Results |
|---|---------|
| (2) Loosened or removed the casualty's clothing and boots unless in a chemical environment. (3) Poured water on the casualty and fanned him or her unless in a chemical environment. (4) Have the casualty slowly drink at least one canteen of cool water. (5) Elevated the casualty's legs. (6) Monitored the casualty until the symptoms were gone or medical aid arrives. | |

NOTE: If possible, the casualty should not participate in strenuous activity for the rest of the day.

WARNING: Heat Stroke Must Be Considered A Medical Emergency Which May Result In Death If Treatment Is Delayed. Cooling Measures Will Be Started Immediately And Will Be Continued While Waiting For Transportation And During Evacuation.

| Performance Measures | Results |
|---|---------|
| c. Heatstroke. (1) Moved the casualty to a cool or shady area or improvised shade. (2) Loosened or removed the casualty's clothing unless in a chemical environment. (3) Sprayed or poured water on the casualty and fanned him or her unless in a chemical environment. (4) Massaged the casualty's arms and legs unless in a chemical environment. (5) Elevated the casualty's legs. | |

| Performance Measures | Results |
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| (6) If the casualty was conscious, made him or her slowly drink at least one canteen of cool water. | |
| Note: Watch the casualty closely for life-threatening conditions, check for other injuries, and seek medical aid. | |

Evaluation Guidance: Score the soldier GO if all performance measures are passed. Score the soldier NOGO if any performance measure is failed. If the soldier scores NO-GO, show the soldier what was done wrong and how to do it correctly.

References: FM 21-11

Perform First Aid For Bleeding Of An Extremity
081-831-1032

Conditions: You have a casualty who has a bleeding wound of the arm or leg. Given the casualty's first aid packet, materials to improvise a pressure dressing (wadding and cravat or strip of cloth), and materials to elevate the extremity (blanket, shelter half, poncho, log, or any available material), rigid object (stick, tent peg or similar object) and a strip of cloth.

Standards: Controlled bleeding from the wound following the correct sequence. Placed a field dressing over the wound with the sides of dressing sealed and so that it did not slip. The field and pressure dressings did not have a tourniquet-like effect. Applied a tourniquet to stop profuse bleeding not stopped by the dressings or for missing arms and legs.

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| Performance Steps |
| 1. Uncover the wound unless the clothing is stuck to the wound or a chemical environment exists. |
| WARNING: Do Not Remove Protective Clothing In A Chemical Environment. Apply Dressings Over The Protective Clothing. NOTE: If an arm or leg has been cut off go to step 5. |
| 2. Apply the casualty's field dressing. a. Apply the dressing, white side down, directly over the wound. b. Wrap each tail, one at a time, in opposite directions around the wound so that the dressing is covered and both sides are sealed. c. Tie the tails into a non-slip knot over the outer edge of the dressing, not over the wound. d. Check the dressing to make sure that it is tied firmly enough to prevent slipping without causing a tourniquet-like effect. |
| WARNING: Field And Pressure Dressings Should Not Have A Tourniquet-Like Effect. The Dressing Must Be Loosened If The Skin Beyond The Injury Becomes Cool, Blue, Or Numb. |
| 3. Apply manual pressure and elevate the arm or leg to reduce bleeding, if necessary. a. Apply firm manual pressure over the dressing for 5 to 10 minutes. b. Elevate the injured part above the level of the heart unless a fracture is suspected and has not been splinted. |
| 4. Apply a pressure dressing if the bleeding continues. a. Keep the arm or leg elevated. b. Place a wad of padding directly over the wound. c. Place an improvised dressing over the wad of padding and wrap it tightly around the limb. |

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| Performance Steps |
| d. Tie the ends in a non-slip knot directly over the wound. e. Check the dressing to make sure that it does not have a tourniquet-like effect. |
| NOTE: If the bleeding stops, watch the casualty closely, and check for other injuries. If heavy bleeding continues, apply a tourniquet. WARNING: The Only Time That A Tourniquet Should Be Applied Is When An Arm Or Leg Has Been Cut Off Or When Heavy Bleeding Cannot Be Stopped By A Pressure Dressing. If Only Part Of A Hand Or Foot Has Been Cut Off, The Bleeding Should Be Stopped Using A Pressure Dressing. |
| 5. Make a tourniquet at least 2 inches wide. |
| 6. Position the tourniquet. a. Place the tourniquet over the smoothed sleeve or trouser leg if possible. b. Place the tourniquet around the limb two to four inches above the wound between the wound and the heart but not on a joint or directly over a wound or a fracture. c. Place the tourniquet just above and as close to the joint as possible, when wounds are just below a joint. |
| 7. Apply the tourniquet. a. Tie a half knot. b. Place a stick (or similar object) on top of the half knot. c. Tie a full knot over the stick. d. Twist the stick until the tourniquet is tight around the limb and bright red bleeding has stopped. |
| NOTE: In the case of an amputation, dark oozing blood may continue for a short time. |
| 8. Secure the tourniquet. The tourniquet can be secured using the ends of the tourniquet band or with another piece of cloth as long as the stick does not unwind. |

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| Performance Steps |
| NOTE: If a limb is completely amputated, the stump should be padded and bandaged (do not cover the tourniquet). If possible, severed limbs or body parts should be saved and transported with, but out of sight of, the casualty. The body parts should be wrapped in dry, sterile dressing and placed in a dry, plastic bag and in turn placed in a cool container (do not soak in water or saline or allow to freeze). It is entirely possible that your location in the field/combat may not allow for the correct preserving of parts; do what you can. WARNING: Do Not Loosen Or Release A Tourniquet Once It Has Been Applied. |
| 9. Mark the casualty's forehead with a letter T using a pen, mud, the casualty's blood or whatever is available. |
| 10. Watch the casualty closely for life-threatening conditions, check for other injuries, if necessary and treat for shock. |

Evaluation Preparation: Use the same field dressing repeatedly. Have materials available for a pressure dressing (wadding and cravat or a strip of cloth). Have one soldier play the part of the casualty and another apply the field and pressing dressing. Use a moulage or mark a place on the casualty's arm or leg to simulate a wound. For applying a tourniquet, use a mannequin or simulated arm or leg (padded length of 2 by 4 inch wood with a glove or boot on one end) with a field dressing appropriately placed on the arm or leg. Under no circumstances will a live simulated casualty be used to evaluate the application of a tourniquet. Place the tourniquet materials (a stick and one or two pieces of cloth) nearby.

Brief Soldier: Tell the soldier to do, in order, the first aid steps required to put on a field dressing and, if necessary, a pressure dressing on the casualty's wound. When testing step 1, you can vary the test by telling the soldier that clothing is stuck to the wound or that a chemical environment exists. After step 2 and 3, tell the soldier that the bleeding has not stopped. After step 4, tell the soldier the bleeding is continuing and ask the soldier to describe and perform the first aid on the simulated arm or leg provided.

| Performance Measures | Results |
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| 1. Uncovered the wound. | GO / NO-GO |
| 2. Applied a field dressing. | GO / NO-GO |
| 3. Applied manual pressure and elevate the arm or leg, if necessary. | GO / NO-GO |
| 4. Applied a pressure dressing, if necessary. | GO / NO-GO |
| 5. Applied a tourniquet, if necessary. | GO / NO-GO |
| 6. Performed steps 1-5, as necessary, in sequence. | GO / NO-GO |

Evaluation Guidance: Score the soldier GO if all performance measures are passed. Score the soldier NO GO if any performance measure is failed. If the soldier scores NO GO, show what was done wrong and how to do it correctly.

References: FM 21-11

Perform First Aid for A Suspected Fracture
081-831-1034

Conditions: You see a casualty who has an arm or leg, which you think, is broken. The casualty has no more serious wounds or conditions that have not been treated. Given splint material (boards, poles, tree branches); padding material (clothing, blanket, field dressing, leafy vegetation); and tie material (strips of cloth, belts).

Standards: Splinted the suspected broken arm or leg so the arm or leg did not move and circulation was not impaired.

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| Performance Steps |
| 1. Prepare the casualty for splinting. a. Reassure the casualty if he or she is conscious and able to understand. Tell the casualty that you will be taking care of him or her. b. Loosen any tight or binding clothing. c. Remove all jewelry from the affected limb and place it in the casualty's pocket. Tell the casualty that you are doing this to prevent further injury if swelling occurs later. |
| WARNING: Do Not Remove Any Protective Clothing Or Boots In A Chemical Environment. Apply The Splint Over The Clothing. Do Not Remove Boots From The Casualty Unless They Are Needed To Stabilize A Neck Injury Or There Is Actual Bleeding From The Foot. |
| 2. Get splinting materials. a. Get splints (boards, tree branches, poles, an unloaded rifle) long enough to reach beyond the joints above and below the broken part. b. Get materials to pad the splints, such as a jacket, blanket, poncho, shelter half, or leafy vegetation. c. Get tie materials, such as strips of cloth or belts, to tie the splints. |
| Note: If splinting materials are not available, use the chest wall to immobilize a suspected fracture of the arm and an uninjured leg to immobilize the fractured leg. Continue with steps 7 and 8. |
| 3. Pad the splints. Apply padding between the splint and the bony areas of the body. Suggested sites for padding are, wrist, elbow, ankle, knee, crotch, and the arm pit. |

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| Performance Steps |
| <p>4. Check for signs of blood circulation problems below the injury.</p> <ul style="list-style-type: none"> a. Check light-skinned persons for color of skin (skin may be pale, white, or a bluish gray color). b. Check dark-skinned persons by depressing the toenail or fingernail beds and seeing how fast the color returns. A slower return of color to the injured side indicates a circulation problem. c. Check to see if the injured arm or leg feels colder than the uninjured one. d. Ask the casualty about the presence of numbness, tightness, or a cold sensation. |
| WARNING: Evacuate The Casualty As Soon As Possible If Blood Circulation Problems Are Found. |
| <p>5. Put on the splint.</p> <ul style="list-style-type: none"> a. Splint the broken arm or leg in the position you find it. |
| WARNING: If The Fracture Is Open, Do Not Attempt To Push Bones Back Under The Skin. Apply A Field Dressing To Protect The Area. |
| NOTE: Do not try to reposition or straighten the fracture. |
| <ul style="list-style-type: none"> b. Place one splint on each side of the arm or leg. Make sure the splints reach beyond the joints above and below the fracture. c. Tie the splints with improvised (or actual) cravats. <ul style="list-style-type: none"> (1) Gently place the cravats at a minimum of two points above and two points below the fracture, if possible. (2) Tie non-slip knots on the splint away from the injury. |
| WARNING: Do Not Tie Any Cravats Directly Over The Fracture. |
| <p>6. Check the splint for tightness.</p> <ul style="list-style-type: none"> a. Make sure that the cravats are tight enough to securely hold the splinting materials in place. |

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| Performance Steps |
| <ul style="list-style-type: none"> b. Recheck circulation below the injury to make sure that circulation is not impaired. c. Make any adjustments without allowing the splint to become ineffective. |
| 7. Apply a sling, if applicable. |
| NOTE: A sling can be used to further immobilize an arm and to provide support by the uninjured side. |
| <ul style="list-style-type: none"> a. Make a sling from any non-stretching material, such as a strip of clothing or blanket, poncho, shelter half, belt, or shirttail. b. Apply the sling so that the supporting pressure is on the casualty's uninjured side. c. Make sure that the hand of the supported arm is slightly higher than the elbow. |
| 8. Apply swathes, if applicable. |
| NOTE: Apply swathes when the casualty has a splinted, suspected fracture of the elbow or leg, or when a suspected fracture cannot be splinted. (Improvise swathes from large pieces of cloth or belts.) WARNING Place Swathes Above And/Or Below The Fracture--Not Over It. |
| <ul style="list-style-type: none"> a. Apply swathes to an injured arm by wrapping the swathes over the injured arm, around the casualty's back, and under the arm on the uninjured side. Tie the ends on the uninjured side. b. Apply swathes to an injured leg by wrapping the swathes around both legs and tying the swathes on the uninjured side. |
| NOTE: Watch the casualty closely for life-threatening conditions, check for other injuries and seek medical aid. |

Evaluation Preparation: You will need another soldier to play the part of the casualty. Have the casualty lie down or sit. Place splinting materials nearby. Have splints, padding, and materials for ties, slings, and swathes available which are appropriate to the fracture location on the arm or leg. If available, have two or more pairs of splints of varying lengths to help in scoring step 1.

Brief Soldier: Tell the soldier that the casualty has a suspected closed fracture and where it is located (lower arm, elbow, upper leg, lower leg). Tell the soldier to splint the suspected fracture. Do not evaluate step 8 in the simulated mode.

| Performance Measures | Results |
|---|------------|
| 1. Used splints that reach beyond the points above and below the fracture. | GO / NO-GO |
| 2. Checked the blood circulation below the fracture before and after applying the splints. | GO / NO-GO |
| 3. Applied padding between the splints and all bony areas. | GO / NO-GO |
| 4. Used at least four ties (two above and two below the fracture) to secure the splints, if possible. | GO / NO-GO |
| 5. Tied non-slip knots on the splint which are away from the injury. | GO / NO-GO |
| 6. Immobilized the splinted arm or leg using a sling and/or swathes, as required, to prevent easy movement. | GO / NO-GO |
| 7. Checked the splint for tightness. | GO / NO-GO |
| 8. Watched the casualty for life-threatening conditions and check for other injuries. | GO / NO-GO |

Evaluation Guidance: Score the soldier GO if all performance measures are passed. Score the soldier NOGO if any performance measure is failed. If the soldier scores NO-GO, show the soldier what was done wrong and how to do it correctly.

References: FM 21-11

Perform mouth To mouth Resuscitation
081-831-1042

Conditions: You see an adult casualty who is unconscious and does not appear to be breathing. You are not in a chemical environment.

Standards: Administered mouth-to-mouth resuscitation following the correct sequence and at the rate of about 10 to 12 breaths per minute until the casualty started to breathe on his or her own, or you were relieved by a qualified person, or you were too tired to go on.

NOTE: The standard is based on American Heart Association information.

Performance Steps

1. Roll the casualty onto his or her back if necessary.

WARNING: The Casualty Should Be Carefully Rolled As A Unit So That The Body Does Not Twist.

NOTE: If foreign material or vomit is seen in the mouth, it should be removed as quickly as possible (see step 7).

2. Open the airway using the head-tilt/chin-lift method.

- a. Kneel at the level of the casualty's shoulders.
- b. Place one hand on the casualty's forehead and apply firm, backward pressure with the palm to tilt the head back.
- c. Place the fingertips of the other hand under the bony part of the lower jaw and lift, bringing the chin forward.

Performance Steps

NOTE: Do not use the thumb to lift. Do not press deeply into the soft tissue under the chin with the fingers.

3. Check for Breathing.

- a. Check for breathing within 3 to 5 seconds by placing an ear over the casualty's mouth and looking toward his or her chest.
- b. Look for the chest to rise and fall.
- c. Listen for sounds of breathing.
- d. Feel for breath on your cheek.

NOTE: If the casualty resumes breathing at any time during this procedure, the airway should be maintained open and the casualty should be monitored. If the casualty continues to breathe, he or she should be transported to medical aid. Otherwise, the procedure should be continued.

4. Give breaths to ensure an open airway.

NOTE: When mouth-to-mouth resuscitation breathing cannot be performed because the casualty has jaw injuries or spasms, the mouth-to-nose method may be more effective. The mouth-to-nose method is performed by blowing into the nose while holding the lips closed. Let air escape by removing your mouth and, in some cases, removing your mouth and separating the casualty's lips.

- a. Maintain the airway and gently pinch the nose closed, using the hand on the casualty's forehead.
- b. Take a deep breath and place your mouth, in an airtight seal, around the casualty's mouth.
- c. Give two full breaths (one and one half to two seconds each), taking a breath between them, while watching for the chest to rise and fall and listening and/or feeling for air to escape during exhalation.

NOTE: If chest rises, go to step 8. If chest does not rise, continue with step 5.

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| Performance Steps |
| 5. Reposition the casualty's head slightly farther backward and repeat the breaths. |
| NOTE: If chest rises, go to step 8. If chest does not rise, continue with step 6. |
| NOTE: Abdominal thrusts should be used unless the casualty is in the advanced stages of pregnancy, is very obese, or has a significant abdominal wound. |
| 6. Perform abdominal or chest thrusts. |
| a. Abdominal thrusts. |
| (1) Kneel astride the casualty's thighs. |
| (2) Place the heel of one hand against the casualty's abdomen, slightly above the navel but well below the tip of the breastbone, with the fingers pointing toward the casualty's head. |
| (3) Place the other hand on top of the first. |
| (4) Press into the abdomen with a quick forward and upward thrust |
| (5) Give several thrusts (up to five). |
| NOTE: Each thrust should be a separate, distinct movement. |
| b. Chest thrusts. |
| (1) Kneel close to the side of the casualty's body. |
| (2) Locate the lower edge of the casualty's ribs and run the fingers up along the rib cage to the notch where the ribs meet the breastbone. |
| (3) Place the middle finger on the notch with the index finger just above it on the lower end of the breastbone. |
| (4) Place the heel of the other hand on the lower half of the breastbone next to the two fingers. |
| (5) Remove the fingers from the notch and place that hand on top of the other hand extending or interlacing the fingers. |

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| Performance Steps |
| (6) Straighten and lock the elbows with the shoulders directly above the hands. (7) Without bending the elbows, rocking, or allowing the shoulders to sag, apply enough pressure to depress the breastbone 1 to 2 inches. (8) Give several thrusts (up to five). |
| NOTE: Each thrust should be given slowly, distinctly, and with the intent of relieving the obstruction. |
| 7. Perform a finger sweep and repeat breaths. a. Open the mouth by grasping the tongue and lower jaw to lift the jaw open or crossing the fingers and thumb to push the teeth apart. b. Insert the index finger of the other hand down along the cheek to the base of the tongue. c. Use a hooking motion from the side of the mouth toward the center to dislodge the object. d. Reopen the airway and repeat the breaths. |
| WARNING: Take Care Not To Force The Object Deeper Into The Airway. |
| NOTE: If chest rises, go to step 8. If chest does not rise, repeat steps 6 and 7 until the airway is clear. |
| 8. Check for a pulse for 5 to 10 seconds. a. If a pulse is found but the casualty is not breathing, continue with step 9. b. If no pulse is found, qualified personnel must perform cardiopulmonary resuscitation (CPR). Send for qualified medical personnel. |
| NOTE: Use the first two fingers in the groove in the casualty's throat beside the Adam's apple. The thumb will not be used. |
| 9. Continue mouth-to-mouth resuscitation, at the rate of about 10 to 12 breaths per minute. |

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| Performance Steps |
| 10. Recheck for pulse and breathing for 3 to 5 seconds after every 12 breaths. |
| NOTE: Once breathing is restored watch the casualty closely, maintain an open airway and check for other injuries. |

Evaluation Preparation: For training and testing, you must use a resuscitation training mannequin (DVC 08-15). Have a bottle of alcohol and swabs or cotton available. Place the mannequin on the floor and alcohol and cotton balls on the table. Clean the mannequin's nose and mouth before each soldier is evaluated

Brief Soldier: Tell the soldier to do, in order, all necessary steps to restore breathing. After step 3, tell the soldier that the casualty is not breathing. When testing steps 4 and 5, you can vary the test by indicating whether the chest rises or not. If step 7 is tested, tell the soldier that the airway is open. You can stop the evaluation when the soldier rechecks for the pulse in step 10.

Note: Reference made to the mouth-to-nose method within the task presents information on an alternate procedure, which must be used under some circumstances. This method will not be evaluated.

| Performance Measures | Results |
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| 1. Positioned the casualty. | GO / NO-GO |
| 2. Opened the airway using the head tilt/chin lift method | GO / NO-GO |
| 3. Checked for breathing | GO / NO-GO |
| 4. Gave breaths to ensure an open airway | GO / NO-GO |
| 5. Repositioned the casualty and repeated breaths, if necessary | GO / NO-GO |

| Performance Measures | Results |
|---|------------|
| 6. Performed abdominal thrusts or chest thrusts, if necessary | GO / NO-GO |
| 7. Performed finger sweep and repeated breaths if necessary | GO / NO-GO |
| 8. Checked for pulse. | GO / NO-GO |
| 9. Continued mouth-to-mouth or mouth-to-nose resuscitation. | GO / NO-GO |
| 10. Rechecked for pulse and breathing after every 12 breaths. | GO / NO-GO |
| 11. Performed all necessary steps in the correct sequence. | GO / NO-GO |

Evaluation Guidance: Score the soldier GO if all performance measures are passed. Score the soldier NOGO if any performance measure is failed. If the soldier scores NO-GO, show the soldier what was done wrong and how to do it correctly.

References: FM 21-11

Perform First Aid for Cold Injuries
081-831-1045

Conditions: You see a casualty who has signs and symptoms of a cold injury. Necessary equipment and to use for warmth, dry clothing.

Standards: Recognized the type of cold injury and administered appropriate first aid.

Performance Steps

NOTE: When Performing First Aid On A Casualty, Seek Medical Aid As Soon As Possible. Do Not Stop The First Aid, But, If The Situation Allows, Send Another Person To Find Medical Aid.

1. Identify the type of cold injury.
 - a. Chilblain/frostnip. If the signs and symptoms are as follows go to step 2a.
 - (1) Prolonged exposure of bare skin at temperatures of 60°F, to 32°F.
 - (2) Redness or pallor of affected areas.
 - (3) Absence of pain (numb).
 - (4) May have ulcerated bleeding skin lesions.

Performance Steps

NOTE: Freezing of superficial skin tissue may occur with frostnip; however, there is no freezing of the deeper tissues.

- b. Frostbite. If the signs and symptoms are as follows go to step 2b.
 - (1) Superficial.
 - (a) Loss of sensation or numb feeling in any part of the body.
 - (b) Sudden whitening of the skin in the affected area followed by momentary tingling feeling.
 - (c) Redness of skin in light-skinned soldiers, grayish coloring in dark-skinned soldiers.
 - (2) Deep.
 - (a) Blisters.
 - (b) Swelling or tender areas.
 - (c) Loss of previous feeling of pain in the affected area.
 - (d) Pale, yellowish, waxy-looking skin.
 - (e) Frozen area feels solid or wooden to the touch.
- c. Immersion foot/trench foot. If the signs and symptoms are as follows go to step 2c.
 - (1) Long exposure of feet to wet conditions at temperatures from 50°F down to 32°F.
 - (2) Early stage/first phase.
 - (a) Affected area feels cold.
 - (b) Numb and painless.
 - (3) Later stage/advanced phase.
 - (a) Limbs feel hot and burning.
 - (b) Shooting pains.
 - (c) Affected area is pale with bluish cast.
 - (d) Pulse strength decreased.
 - (e) Other signs that may follow: Blisters, swelling, redness, heat, hemorrhages or gangrene.

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| Performance Steps |
| d. Snow blindness. If the signs and symptoms are as follows go to step 2d. (1) Scratchy feeling in eyes, as if from sand or dirt. (2) Watery eyes. (3) Redness. (4) Headache. (5) Increased pain with exposure to light. |
| e. Hypothermia. If the signs and symptoms are as follows go to step 2e. |
| NOTE: This condition should be suspected in any chronically ill person who is found in an environment of less than 50°F. CAUTION: With generalized hypothermia the entire body has cooled with the core temperature below 95° F (Temperature is provided as guide; the common soldier probably would not have a thermometer to use). This is a medical emergency. |
| (1) Mild hypothermia (Body temperature 90°-95°F). (a) Conscious, but usually apathetic or lethargic. (b) Shivering. (c) Pale cold skin. (d) Slurred speech. (e) Poor muscle coordination. (f) Faint Pulse (2) Severe hypothermia (Body temperature 90°F or lower). (a) Breathing slow and shallow. (b) Irregular heart action (c) Pulse weaker or absent. (d) Stupor or unconsciousness. (e) Ice cold skin. (f) Rigid muscles. (g) Glassy eyed. |

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| Performance Steps |
| CAUTION: Hypothermia is a medical emergency. Prompt medical treatment is necessary. Casualty should be evacuated to medical treatment facility immediately. |
| f. Dehydration (cold weather). If the signs and symptoms are as follows go to step 2f. (1) Mouth, tongue, and throat are parched and dry. (2) Swallowing is difficult. (3) Nausea and dizziness. (4) Fainting. (5) Tired and weak. (6) Muscle cramps especially in the legs. (7) Focusing eyes may be difficult. |
| 2. Perform first aid for the cold injury. a. Chilblain/frostnip. (1) Apply rewarming (body heat). (a) Apply warmth with casualties bare hands. (b) Blow warm air on the affected area. (c) For hands and fingertips place hands in armpits. (2) Protect lesions (if present) with dry sterile dressing. (3) Seek medical aid. |
| CAUTION: Do Not Rub Or Massage Area. NOTE: If the condition does not respond to simple care begin first aid for frostbite. |
| CAUTION: Do Not: Rub Snow On The Frostbitten Part; Massage Or Rub The Frostbitten Part; Use Dry Or Radiant Heat To Rewarm; Rupture Blister; Use Ointments Or Other Medications On The Part; Handle A Frostbitten Extremity Roughly; Allow A Thawed Extremity To Refreeze; Or Allow The Casualty To Use Alcohol Or Tobacco Products. |

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| Performance Steps |
| <p>b. Frostbite.</p> <p>(1) Warm the area using firm, steady pressure of hands, underarm or abdomen.</p> <p>(2) Face, ears, nose—cover with hands (casualty's or a buddy's).</p> <p>(3) Hands—open casualty's field jacket an place against the body (under armpits if possible), then close the jacket.</p> <p>(4) Feet—remove boots, socks, and place feet under clothing and against the body of another soldier.</p> |
| <p>CAUTION: Do Not Remove Clothing In A Chemical Environment.</p> <p>WARNING: Do Not Attempt To Thaw The Casualty's Feet Or Other Seriously Frozen Areas If The Soldier Will Be Required To Walk Or Travel To A Medical Center In Order To Receive Medical Treatment. The Possibility Of Injury From Walking Is Less When The Feet Are Froze Than After They Have Been Thawed (If Possible, Avoid Walking). Thawing In The Field Increases The Possibility Of Infection, Gangrene, Or Injury.</p> |
| <p>(5) Loosen or remove constricting clothing and remove any jewelry.</p> <p>(6) Increase insulation (cover with blanket or something similar and dry).</p> <p>(7) Have the casualty exercise as much as possible, avoiding trauma to injured part(s).</p> <p>(8) Seek medical aid (Evacuate the casualty).</p> |
| <p>WARNING: Monitor The Casualty For Life Threatening Conditions And Apply Appropriate First Aid As Necessary.</p> |
| <p>c. Immersion foot/trench foot.</p> <p>(1) Gradually rewarm by exposing to warm air.</p> <p>(2) Protect affected parts from trauma.</p> <p>(3) Dry feet thoroughly and avoid walking.</p> |

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| Performance Steps |
| <p>(4) Rest.</p> <p>(5) Seek medical assistance.</p> |
| <p>NOTE: Medical personnel will determine the need for salt replacement.</p> |

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| Performance Steps |
| (4) Elevate the affected part. (5) Seek medical treatment (evacuate casualty). |
| d. Snow Blindness. (1) Cover the eyes with a dark cloth. (2) Seek medical treatment (evacuate casualty). |
| CAUTION: This Is A Medical Emergency! Prompt Medical Treatment Is Necessary. |
| e. Hypothermia. (1) Mild. (a) Re-warm body evenly. (Must provide heat source--campfire or other soldier's body.) |
| NOTE: Merely placing the casualty in a sleeping bag or covering with a blanket is not enough since the casualty is unable to generate his or her own body heat. |
| (b) Keep dry and protect from the elements. (c) Give warm liquids gradually if the casualty is conscious. (d) Seek medical treatment immediately. |
| (2) Severe. (a) Stabilize the temperature. (b) Attempt to avoid further heat loss. (c) Evacuate to the nearest medical treatment facility as soon as possible. |
| NOTE: Re-warming a severely hypothermic casualty is extremely dangerous in the field due to the great possibility of such complications as re-warming shock and disturbance in the rhythm of the heartbeat. WARNING: Monitor The Casualty For Life Threatening Conditions. |
| f. Dehydration. (1) Keep warm. (2) Loosen clothes to improve circulation. (3) Give fluids for fluid replacement. |

Evaluation Preparation: Have a soldier play the part of the cold injury casualty. Select one of the types of cold injuries to evaluate the soldier on. Coach the simulated casualty on how to answer questions about symptoms. Physical signs and symptoms that the casualty cannot readily simulate, for example, blisters, must be described to the soldier.

Brief Soldier: Tell the soldier being evaluated to determine what cold injury the casualty has. After the cold injury has been identified, ask the soldier to describe the proper treatment.

| Performance Measures | Results |
|---|------------|
| 1. Identified the type of cold injury. | GO / NO-GO |
| 2. Provided the proper first aid for cold injuries. | GO / NO-GO |

Evaluation Guidance: Score the soldier GO if all performance measures are passed. Score the soldier NO GO if any performance measure is failed. If the soldier scores NO GO, show what was done wrong and how to do it correctly.

References: FM 21-11

GLOSSARY

ANCOC- Advanced NCO Course
TNSG-Tennessee State Guard
BNCOC-Basic Noncommissioned Officers Course
CAS- Command and Staff Course
CTT-Common Task Test
CPL-corporal
CPR-cardiopulmonary resuscitation
CW2-Chief Warrant Officer, W2
CW3-Chief Warrant Officer, W3
CW4-Chief Warrant Officer, W4
CW5-Chief Warrant Officer, W5
DS-direct support
EO-equal opportunity
F-fail
FITT-frequency, intensity, time, type
FM-field manual
FTX-field training exercise
GED-general education development
GS-general support
GTA-graphic training aid
IAW-in accordance with
ID-identification
IET-initial entry training
IG-inspector general
JAG-judge advocate general
LCE-load-carrying equipment
mm-millimeter
MOS-military occupational specialty
NCO-noncommissioned officer
OAC-Officer Advanced Course
OBC-Officers Basic Course
P-pass
pam-pamphlet
para-paragraph
PLDC-Primary Leadership Development Course
POST-program on sexual harassment
PM-Provost Marshal
PT-physical training
PW-prisoner of war
PX-post exchange
S-safe
SALUTE-size, activity, location, unit, time, equipment

SDK-skin decontamination kit
SJA-Staff Judge Advocate
SOI-Signal Operating Instructions
SOP-standing operating procedure
TC-training circular
TM-technical manual
TRADOC-(TNSG PLDC) Training and Doctrine
Command
GLOSSARY-4
TN-Tennessee
USAR-United States Army Reserve

VD—venereal disease
WO1—warrant officer, W1
WOAC—Warrant Officers Advance Course
WOBC—Warrant Officers Basic Course

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The proponent of this publication is HQ TNSG.

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