



ARMY  
CENTRAL FRATICA  
TELETYPE CENTER  
155 2148

INDIVIDUAL DATA. Since there are so many things to remember, you may find it helpful to write down the following information, or other personal reminders.

NCOIC's (noncommissioned officer in charge) Name

Barracks Number \_\_\_\_\_ Bunk Number \_\_\_\_\_

Roster and Line Number \_\_\_\_\_

Basic Training Company \_\_\_\_\_

NOTES.

## CONTENTS

<u>Title</u>	<u>Page</u>
Mission of Reception Station . . . . .	2
Processing Schedule . . . . .	2
Importance of This Processing . . . . .	3
Prohibited Items . . . . .	5
Duties and Responsibilities of New Soldiers . . . . .	6
Army Pay . . . . .	8
Postal Service . . . . .	10
Post Exchange . . . . .	10
Class A Name Tags . . . . .	10
Leaves and Passes . . . . .	11
Private Vehicles . . . . .	11
Complaints and Grievances . . . . .	12
Legal Assistance . . . . .	12
Service Obligations . . . . .	12
Movement of Dependents . . . . .	13
Medical Care . . . . .	14
Meningitis Control . . . . .	15
Promotions . . . . .	15
Schools . . . . .	15
Survivors' Benefits . . . . .	16
Social Security Benefits . . . . .	17
Solicitation . . . . .	18
Debts . . . . .	18
Life Insurance . . . . .	19
Reemployment . . . . .	20
Disposition of Civilian Clothing . . . . .	20
General Orders and Code of Conduct . . . . .	21

*For more than a century, soldiers in the United States Army have been trained at Fort Bliss. From here they have gone throughout the world to take their places in the defense of our nation, equipped with the basic military skills, trained in a variety of technical fields, prepared for any mission.*

*As you enter the United States Army, you are keeping faith with the long line of American fighting men who have safeguarded our nation throughout its history. Without the shield of security which you will now help to hold in place, the American way of life which you have been enjoying would not be able to flourish.*

*In welcoming you to Fort Bliss, I urge you to apply yourselves diligently, to learn well the skills of the soldier, to take deep pride in the military heritage which you are now extending, and to dedicate yourself to serving your nation and your countrymen to the best of your ability.*

*Good luck and good soldiering!*

**RICHARD T. CASSIDY**  
*Major General, USA*  
*Commanding*

## NOTES

On the Defense Computer Center (ADC) we extend a hand to the soldier in the United States.



*It affords me great pleasure to welcome you to the US Army Training Center (Air Defense). I am sure that this pleasure will turn to pride as you meet successfully the challenges of the next 8 weeks. You will work hard, but you will also start on a long trail of rewarding and satisfying opportunities. You can take advantage of these opportunities through diligent mental and physical labor. This is the time and place to begin.*

The men of this command who will train you are among the finest soldiers in the US Army. Put confidence in them; follow their examples. I urge and expect each of you to work to the limit of your abilities. Only by so doing will you later realize the benefits of the 8 weeks ahead.

The Army is an old and honorable profession. Whether you stay in for 2 years or 20, I encourage you to act, think, and be professional. Serve your Army with pride and dignity. By doing this, you will serve your country well. Good luck to each of you.

*Robert H. Safford  
Brigadier General  
Commanding US Army Training Center (Air Defense)*

NOTES

UNITED STATES ARMY RECEPTION STATION  
US Army Air Defense Center  
Fort Bliss, Texas

On behalf of the Commanding General of the US Army Air Defense Center, the Commanding General of the US Army Training Center (Air Defense), and the Commander of this Reception Station, we extend a hearty welcome to each and every one of you. You are now soldiers in the finest military force the world has ever known, the United States Army.

For almost 200 years the Army and its soldiers have served in defense of our country, helped to preserve the American way of life, and made important contributions to our progress as a nation. You are now a part of that Army. Serve it proudly, serve it well.

The Reception Station is the first step in preparing you for the new and varied experience that will confront you while in the Army. You will be here approximately 3 working days, and for the most part, your time will be devoted to processing. Although your stay here is brief, it is a very important phase of your military career. Actually, your reputation as a soldier begins here.

This booklet has been prepared to assist you in understanding your processing and as an aid to familiarizing you with facilities at the Reception Station.

Do your best at all times, pay close attention, and, above all, maintain attitudes that have always marked American young men of good will. Every attempt will be made to make your stay in the Reception Station both informative and productive.

If, after reading this booklet, you still have questions, please feel free to ask them of your NCOIC or of the person in charge of the various processing activities.

## MISSION OF RECEPTION STATION

This Reception Station receives and processes personnel who enter or reenter the Army. Upon completion of your processing, you will be assigned to a training unit. During this processing time, you will find it to your best interests to stay awake, be alert, and pay close attention to what you are told. Your cooperation will speed your processing.

### PROCESSING SCHEDULE

Your processing is scheduled as follows:

The "day of arrival processing" includes blood typing, finger-printing, completing a personal data information sheet required for starting your official records, turn-in of prohibited items, a haircut, preparation of identification cards, a barracks assignment, an issue of individual military clothing, a personal interview to insure that your personal records are correct, and finally, a general and a Uniform Code of Military Justice orientation.

The next day, or first full day of processing, includes a series of classification tests designed to determine your aptitudes and abilities, an orientation by the Reception Station Commander, pickup of altered uniforms, and having name tags sewn on your uniform.

The second full day of processing includes additional classification tests and an interview to determine things about your background and abilities that the written tests do not show. Some of you have talents or potentialities in fields which are of special interest to the Army. These skills include foreign language capabilities, music, typing, shorthand, etc. In these cases, additional information is required. Also, you will receive a \$25 partial pay which must last you until you receive your first regular pay.

On the third and final day of processing you will be given several immunization injections, familiarly known as "shots," to protect you against disease. Then you will be on your way to basic training. This will begin the following Monday and last for 8 active weeks. The above schedule is open to change!

### IMPORTANCE OF THIS PROCESSING

That, briefly, is the schedule you will be following during your first days in the Army. It is suggested that you personally consider these first few days as an extremely critical phase of your Army career. You are not a member of an audience. You are on stage. And, since this processing is so important to you and can affect your entire future in the Army, here are more facts of interest to you.

Medical. You will notice that on almost every day of your schedule there is some kind of medical processing. This is because the Army is extremely interested in the health and well-being of each soldier. After all, a sick man is not an effective fighting man. In approaching the necessity of keeping each soldier well and happy, the Army does its best to prevent disease from starting and minor ailments from developing into serious health problems. Therefore, all soldiers receive inoculations to prevent smallpox, typhoid, tetanus, and other diseases. By means of physical examinations and systematic medical checkups, Army medical people discover ailments and illnesses before they become serious.

Sometimes, despite safety precautions, a man may become injured and require blood transfusion. So that no time is lost if transfusion is necessary, your blood has been typed. This information is entered in your records to prepare medical personnel for emergencies.

Clothing. On your zero day of processing you receive a free issue of military clothing. The cost of this clothing is about \$280. You are required to take good care of it. It is your responsibility to replace any clothing lost or worn out. After you have been in the Army for over 6 months, you will receive an allowance of \$4.20 a month to help you keep your Army clothes in good shape. This allowance does not apply to Reserve or National Guard personnel who are on active duty for short periods.

Testing. As part of your classification processing you take a series of tests. Results of these tests give the Army an indication of the type of work you are best qualified to perform. These tests of your actual skills, as well as potentialities, play a very important part in deciding your future assignments. Areas covered by standard tests are radio code, automotive driving, clerical, mechanical and electrical aptitude, and general intelligence. There are also special tests which some of you will take either as the result of your regular testing or your background. These include the officer candidate test, foreign language tests, typing and dictation test, and the Army Language Aptitude Test which measures your ability to learn a foreign language.

Initiation of records. During your zero day of processing, you will go to the Records Processing Section and attend a discussion about your personal affairs. Then you will be interviewed. At this interview, your personal records will be completed or verified. Those of you who were drafted or who enlisted in the Regular Army may initiate any allotments for which you are eligible at this time. Only US and RA personnel are eligible for allotments. When you make an allotment, an amount you specify is taken out of your pay each month. This amount is mailed by check to the organization or person you specify. Examples of allotments include those made out to the US Treasury for savings bonds, to your insurance company for premium payments, to parents for partial support, to your wife and children for support,

etc. If the payment for which you are making the allotment is to end during your period of Army service, you may specify a stopping date in addition to a starting date for the allotment. Please remember, however, your allotment privileges are not automatic. Allotments are started at your request. You will receive more information about these matters during your Records Processing interview. When you go to Records Processing, be sure to take with you all pertinent papers. These include social security card, identification card, marriage license, birth certificates of your children, records of prior service, such as Active Army or National Guard discharge certificates, and similar information.

Classification Interview. On the second day of processing you go to the Classification and Assignment Section for another individual interview. The interviewer will ask you many questions about your civilian life, such as education, employment, and special skills. Please cooperate with the interviewer. The information you give him will be most important in determining your future Army assignments.

#### PROHIBITED ITEMS

There are certain items which you may not retain in your possession while you are in the Army. These items include:

- Nude pictures
- Lewd literature (dirty books)
- Alcoholic beverages
- Brass knuckles, chains, blackjack, guns, and other lethal weapons
- Narcotics
- Knives having one or more blades over 3 inches long
- All switch-blade knives
- Razor blade holders (other than usual type used for shaving purposes) and straight razors

If you have any of these or similar items in your possession, you will have an opportunity to get rid of them. Do not be embarrassed. The time to get rid of them is before you get into trouble. If you have a knife, pistol, rifle, or any other firearm of such value that you wish to send it home, see the officer in charge at the turn-in point. The Army will provide you with necessary weapons with which to do your job as a soldier. What is more important, the Army will teach you how to use these weapons in a professional manner and most effectively when and if you are called upon to do so.

#### DUTIES AND RESPONSIBILITIES OF NEW SOLDIERS

There are certain rules and regulations that govern your actions during your stay at the Reception Station. These rules are necessary either to protect each individual or to safeguard the rights of the majority. If you obey these simple rules, there is, of course, no reason for punishment. However, if you violate them, you may be punished under military law. Should punishment be required, it will be administered by an officer. No enlisted person has the authority to order you to be punished. Should one try to do so, report the situation to the NCOIC of your group, or directly to the officer commanding the company to which you are assigned while processing. If an incident occurs after normal duty hours, report to the Duty Sergeant in building 515A and request he notify the Duty Officer. The following are rules and regulations that must be observed:

1. To speed up processing, you will be formed into groups of approximately 50 men. A noncommissioned officer, known as the NCOIC, will be in charge of each group. He is responsible for having you at the right place at the right time. He will answer your questions. He is also responsible for your conduct and discipline. Follow his instructions and obey his orders at all times.

2. Keep yourself and your barracks clean. Standards of sanitation and personal hygiene in the Army are high. Shave and shower at least once a day. There are cans for trash in the barracks. Cans painted red serve as ashtrays; cans for used razor blades are in the latrines. When outside the barracks, do not throw cigarette butts on the ground. Strip them down the side and throw them in butt cans. There are also receptacles for paper and other trash items; please use them.

3. Smoke only in authorized areas. Do not smoke in bed. Do not smoke in areas where NO SMOKING signs are posted. Do not throw cigarette butts on the floors of buildings.

4. Read the Fire and Evacuation Plans posted in your barracks and know the location of fire extinguishers in your barracks.

5. You may not leave the Reception Station area unless authorized to do so.

6. There will be no horseplay in the Reception Station area. Walk on the sidewalks and roads.

7. If at any time your property is lost or stolen, report this immediately to the First Sergeant or Duty Sergeant.

8. Gambling and the possession or use of beer and liquor are prohibited.

9. Do not enter any barracks except your own unless you are on detail and under proper supervision.

10. At 2030 (8:30 p.m.), lights and radios will be turned off and talking stopped.

11. You are not required to perform personal services, such as shining shoes, running errands, washing cars, etc., for any member of the Reception Station. However, you may be officially detailed to perform such military duties as kitchen police, cleaning, and work details, all of which are part of normal Army housekeeping.

12. Should anyone ask you to give money for any cause or try to sell you something, report this immediately to your NCOIC or Company Commander.

#### ARMY PAY

Soldiers are paid monthly according to their grades and number of years service. The following is a partial listing:

PAY GRADE	YEARS OF SERVICE	
	(Under 2)	(Over 2)
E1 (Under 4 months)	\$102.30	
E1 (Over 4 months)	\$109.50	\$145.50
E2	\$113.40	\$159.00
E3	\$137.70	\$192.00
E4	\$190.20	\$238.50

Federal income tax and social security withholding tax are deducted from the amounts shown.

Allotments (US and RA only). A soldier may authorize allotments from his pay and allowances for the support of dependents and to take care of certain other financial obligations. There are three types of allotments that apply to you while you are on active duty.

1. Class Q allotment. For support of wife, children, and/or dependent parents. You contribute \$40 a month from your pay. The Government contributes for one dependent, \$60.00; for two dependents, \$90.60; for three or more dependents, \$105. A check is sent to your dependents on the last day of the month in the sum of your contribution and the Government's contribution.

2. Class E allotment. A sum which you designate may be sent to:

- a. Your bank for checking or savings account.
- b. Your life insurance company for premium payments.
- c. Parents or dependents for partial financial support.

3. Class B allotment. For purchase of savings bonds. An opportunity to purchase bonds will be extended to you during your personal affairs processing. To do this you will need the social security number of the person you name as co-owner or beneficiary of the bond.

Partial payment. You will receive a \$25 partial payment on your second day of processing. This is to enable you to pay for haircuts, personal toilet articles, etc. This \$25 will be deducted from your first regular pay.

Safeguarding your valuables. Professional and amateur thieves have long recognized that an Army barracks is "easy pickings," especially at a reception station. Some potential thieves become tempted when they see loose money, wallets, or other valuables lying around unprotected. Typically, many recipients bring with them such small valuable items as radios, wristwatches, and electric shavers, as well as their wallets containing varying amounts of cash. These items should be secured. You will be issued a padlock shortly after your arrival at the

Reception Station. Use it! You will be given an opportunity to purchase a lock before this one is turned in. This could be one of the wisest investments of your Army career if you form the habit now of always keeping your valuables locked up.

#### POSTAL SERVICE

Your family, wife, or girl friend have been wondering about you: what you are doing and how you are progressing in the Army. Why not write as soon as possible and tell them of your safe arrival here?

When writing home, do not use the Reception Station as your return address. You will be here such a short time that before an answer can be received you will be assigned to a training unit and your mail will be delayed. Instead of using the Reception Station as a return address, tell your family and friends that you will send them a permanent address in the very near future. That address will, of course, be in care of the training company to which you are assigned.

#### POST EXCHANGE

The Post Exchange is something like a general store. Here you will find cigarettes, snack items, stationery, daily necessities, newspapers, magazines, books, and many other items available for purchase.

#### CLASS A NAME TAGS

When wearing the class A uniform, Khaki or Army Green, as appropriate, a plastic name tag is worn. You will be issued a plastic nametag during your processing at the Reception Station.

#### LEAVES AND PASSES

As a soldier on active duty, your leave (vacation) time accumulates at a rate of  $2\frac{1}{2}$  days a month or 30 days a year. That, incidentally, is more vacation time with pay than most civilian firms offer. You will also be eligible for passes which are given for outstanding job performances.

Leaves will not ordinarily be granted while you are in the Reception Station or in basic combat training. However, if there is a serious illness or death in your family, an emergency leave may be granted. To get an emergency leave, you will need the help of the American National Red Cross. If a family crisis develops, noncommissioned and commissioned officers of your unit are ready to advise you about proper procedures to take in applying for emergency leave.

#### PRIVATE VEHICLES

You are going to have a great deal of difficulty if you brought your car to Fort Bliss. Off-post parking is costly. On-post parking facilities are limited. You must have full insurance to register your vehicle and bring it on the post. In addition, when you complete individual training, you may be shipped overseas or to another post in the United States. This will give you little opportunity to sell your car at a fair price or return it home. Therefore, we recommend strongly that you leave your car at home or, if you have brought it with you, that you make arrangements to return it home as soon as possible.

## COMPLAINTS AND GRIEVANCES

Every soldier is entitled to the privilege of making complaints if the Chain of Command is followed. (Later in your Army experience, you will learn that following the Chain of Command is commonly referred to as "going through proper channels.") If you have suggestions, complaints, or grievances, tell your NCOIC. If he cannot help you, he will send you to the Reception Station Company Commander. This Chain of Command can be followed all the way up to the Commanding General of the US Army Air Defense Center and Fort Bliss, if such action is necessary to help you. The same procedures are followed at Fort Bliss and any other Army post. In certain cases you will be sent to talk with the Inspector General. His duty is to hear your complaint, look into the facts of your case, and, if necessary, take action to correct the situation. The Inspector General also advises you of the outcome. Do not, however, take off on your own to see the Inspector General. If you do, you will more than likely be sent back to use Chain of Command procedures. If it is necessary to see the Inspector General, ask permission to do so. Permission will be granted.

## LEGAL ASSISTANCE

There is always someone available in the Army to help you solve your problems. The Judge Advocate is prepared to assist you with your legal affairs. His office is staffed by qualified lawyers who are willing to help you with legal problems—free of charge.

## SERVICE OBLIGATIONS

US and RA Personnel. The Reserve Forces Act of 1955 amended in 1961 imposes a 6-year service obligation on you. Upon completion of your 2 or 3 years' active duty, you will be released

and transferred to an element of the Army Reserve. (Under a new Pentagon policy, 17-year-olds will not be sent to any land where there is combat.) If you want to complete your service obligations with a National Guard unit, you will have an opportunity to enlist in that component within 60 days after your release from active duty. You will be required to participate satisfactorily in the Ready Reserve (or National Guard) for a period which, when added to your active service, will total 4 years if assigned to an organized unit; that is, one which trains weekly and goes to summer camp for 2 weeks, or 5 years if assigned to a control group in which your only training is the 2 weeks summer camp. Upon completion of this period you may request transfer to the Standby Reserve for the 1 or 2 years it will take to complete your 6 years. Further information about your obligations will be furnished you from time to time during your active service and immediately before your release from active duty.

Army Reservists. Upon completion of your active duty for training, you will be released to complete your obligation in the Ready Reserve. According to the Reserve Forces Act of 1955 amended in 1961, your obligation is 6 years. Further information will be furnished to you from time to time.

Army National Guard. Upon completion of your active duty for training, you will be released to your National Guard unit for completion of your service obligation, which is 6 years. Further information will be furnished to you from time to time.

## MOVEMENT OF DEPENDENTS

As new soldiers, your training schedule will be very tight. We recommend that you do not bring your dependents with you to Fort Bliss because of the rigorous training you will undergo and because you are not entitled to have them moved at Government expense. That, coupled with the time you are restricted to the

post, means you will have little time to spend with them. In addition, housing is difficult and expensive, especially if your Army pay is your only income. Because of these factors, it is strongly recommended that you leave your dependents at home and plan on seeing them when you are on leave. Later, if you choose to stay in the Army long enough, you will be able to have your dependents join you at Government expense.

#### MEDICAL CARE

During the time you are a member of the military service you will receive free medical and dental care. Whenever you feel sick, report to your Roster Guide or NCOIC, or to the Duty Sergeant, if at night, who in turn will arrange for you to receive proper medical attention. Sick call is normally from 0630 to 0700 daily, but you may receive medical attention at any time it is required. Periodically you will receive a dental checkup at which time appointments will be made for you to insure that you receive appropriate dental treatment as needed. Your wife or children or bona fide dependents are also entitled to medical care at Government expense when they are within proximity to a Government installation offering such services. If your dependents are not located near military hospital facilities, the cost of normal outpatient care, with the exception of maternity cases and injury treatment, must be borne by you or your dependents. The costs of hospitalization for your dependents, in all cases involving diseases, injuries, or necessary surgical procedures, will be at Government expense except for a nominal fee of \$25. To be eligible to receive medical treatment for your dependents at appropriate military facilities or under Medicare, you should make arrangements through your First Sergeant at your basic combat training unit for application for dependent identification cards. You will receive additional details on the provisions of Medicare and procedures for obtaining a dependent ID card during your personal affairs interview.

#### MENINGITIS CONTROL

The Army is keenly interested in your physical well being and for this reason great care is taken to protect you from exposure to the disease known as meningitis or spinal meningitis. The precautions taken include maintaining proper ventilation and a temperature level between 68° and 72° in your barracks area, insuring that head to toe sleeping is observed, and making certain that for each man in a barracks bay there is an area of at least 72 square feet.

#### PROMOTIONS

Everyone likes advancement. In today's Army, advancement depends upon your skill, abilities, and proper attitudes. An example: Upon completion of your basic combat training, you may be promoted to Private (pay grade E2) if you are in the top 35 percent of your company and recommended by your Commanding Officer. Please bear in mind that the Army does recognize skill, ability, and proper attitudes.

#### SCHOOLS

The Army has many opportunities for you to further either your formal education or to gain professional skills at one of its many service schools. There are on-post high school and college courses available to you. Upon completion of your basic combat training, and if you are qualified, you may be sent to another Army post in the United States to attend a service school. These include Officer Candidate Schools, Finance and Accounting Schools, Personnel Management Schools, Information School, Military Police Schools, Signal Corps Schools, and many others. If you become interested in this advanced training, you should ask your Drill Sergeant how to go about getting more detailed information about Army Schools.

## SURVIVORS' BENEFITS

This summary of survivors' benefits is intended to give you a brief account of those benefits due your survivors if you are killed or die while on active duty, or on active duty for training. Such a brief summary cannot list all benefits or give detailed information about these matters. For details, you are encouraged to ask your Unit Personnel Officer.

Listed below are major benefits to which your survivors are entitled:

Six-Month Gratuity. This payment is made to survivors listed on DA Form 41, Record of Emergency Data. No application is necessary. Payment will be made by the local finance officer or by the Finance Center in Indianapolis, as applicable, if you die or are killed while on active duty. Lump-sum payment is computed at six times your monthly basic pay, plus incentive and special pay, not less than \$800 nor more than \$3,000.

Burial Arrangements and Allowances. Death while on active duty entitles you to burial in a national cemetery at Government expense. If the remains are shipped to the superintendent of a national cemetery for burial, the Government pays travel expenses. Next of kin receives \$75 for other expenses.

If the next of kin assumes full responsibility for preparation and burial, there is a reimbursement up to \$400 for expenses, plus cost of transportation direct to the place of burial. Additionally, \$200 will be paid if remains are to be buried in a civilian cemetery, or \$125 if remains are shipped to a funeral director for burial in a national cemetery.

This burial allowance is in addition to other benefits.

Dependency and Indemnity Compensation. Payment is made by the Veterans Administration on a monthly basis. Cause of death must be in the line of duty as determined by the Veterans Administration and must occur while the service member is on active duty, or as a result of service-connected disability.

The widow, provided she has been married to the service member for 5 years, or provided there is a child by the marriage, is entitled to \$120 plus 12 percent of basic pay. Minimum monthly payment is \$130, paid until the widow dies or remarries.

If the widow dies or remarries, children are entitled to monthly payment until age 18: \$77 for one child, \$110 for two children, \$143 for three children, and \$28 each additional child. All share equally.

Dependent parents may collect. This depends upon the amount of their income and whether there are one or two parents.

Payment of dependency and indemnity compensation benefits require application to the Veterans Administration.

Benefits discussed above do not, of course, represent all entitlements of survivors. Questions concerning specific cases, or benefits not listed here, should be directed to your Unit Survivors Assistance Officer, Unit Personnel Officer, or the local office of the Social Security Administration.

## SOCIAL SECURITY BENEFITS

You are covered by social security. Your basic pay only is taxed. The Army matches the amount deducted from your pay. Social security provides a retirement or disability income for you.

## SOLICITATION

As a new member of the US Army, and even later during your tour of duty, you will be contacted by many different salesmen. You will probably be approached for purchases of insurance, jewelry, encyclopedias, and many other items. The salesman will make it appear that even on a private's pay you can easily afford the purchase. Unfortunately, not all salesmen and business establishments are honest and you end up with a purchase of little value and payments that may exceed your ability to pay. Do not allow yourself to be pressured into signing any contract; later you may regret your action. There are Army regulations which protect you. These regulations stipulate that until you finish your basic combat training you cannot be contacted by salesmen unless you wish to meet with them. Further, no salesman is permitted to operate on a military post unless he and his company are reputable. If at any time you are contacted by an agent who does not have an appointment with you, cleared through your orderly room, you should inform your First Sergeant immediately. Remember, any salesman who has something worthwhile to offer can obtain proper clearances to contact you. If the salesman does not follow properly established procedures, he does not have your best interest in mind.

## DEBTS

As a soldier, you are expected to pay your private debts and meet your financial obligations. Evidence of irresponsibility, gross carelessness, neglect, dishonesty, or evasiveness in your financial commitments may make you liable to disciplinary action under the Uniform Code of Military Justice.

## LIFE INSURANCE

Group life insurance in the amount of \$10,000 will be automatically provided for you. This will cost you \$2 a month for \$10,000 coverage and \$1 a month for \$5,000 coverage. These premiums include claims and administrative costs. No application or application forms are necessary. Should you desire not to participate, or should you desire to participate for the lesser amount of \$5,000 coverage, you will be given an early opportunity to give your decision to your Commanding Officer. The settlement method is limited to a lump-sum payment, or settlement over a 36-month period in equal installments. You may select either settlement method. However, if you do not make a selection, your beneficiary may do so.

You may designate any person as beneficiary. However, if you do not make such designation, the insurance will be paid in the following order:

Widow

Child or children

Parents

If none of the above exists, the payment will be made to the executor or administrator of your estate. If this is not applicable, payment will be made to your next of kin under the laws of your home state at time of death.

While you are in the service, you may be approached by commercial life insurance agents offering contracts especially designed for military personnel. The Department of the Army does not sponsor any commercial company, and it has regulations governing the conduct of solicitation by insurance agents. It is, therefore, to your personal advantage to be sure that you know what you are getting when you sign any type of application. You are allowed to pay commercial life insurance premiums by

allotment from your pay. However, this does not mean that the Department of the Army approves any particular insurance company. The allotment system is a convenience afforded to you as a soldier. For your protection, it is recommended that you do business with a reputable insurance agent. If necessary, make arrangements to consult the Staff Judge Advocate before signing any insurance applications.

Solicitation of personnel by commercial life insurance agents is not permitted during enlistment or individual processing, while undergoing individual basic combat training, while being processed for oversea shipment, or while traveling through US Army terminals. Solicitation in barracks is strictly prohibited.

#### REEMPLOYMENT

If you are drafted for a period of less than 4 years, you are eligible to return to the job you held before your entry on active duty. This eligibility lasts for 90 days after your release. The conditions of this eligibility will be explained to you in detail at the time of your release from active duty.

#### DISPOSITION OF CIVILIAN CLOTHING

1. You have arrived here in the Reception Station supposedly with a minimum of civilian clothing in your possession. Except for engaging in athletic activities, you will not be permitted to wear civilian clothing during the period you are in BCT. Because it will be approximately 8 weeks before you will have the opportunity to wear these clothes again, it is recommended that one of the following actions be taken by you:

a. If you have a suitcase or "ditty" bag in your possession, place all or that portion of your civilian clothing that you do not wish to retain in it and send it home by parcel post through the

post office facilities located in the basement of building 500B. A suitcase or bag-type container does not require any additional wrapping or tying. It may be shipped, as is, with only a tag attached to it. Cardboard boxes, tape, string, and tags also are available for your use. The Army will pay all postage and fees.

b. Upon receipt of your Army clothing, take all or that part of your civilian clothing that you wish to dispose of and deposit the clothing in the large wooden container located at the rear (north) of building 503B. (These discarded articles of clothing are donated to a local charitable organization.)

2. Should you desire to retain all or part of your civilian clothing, bear in mind that you will be permitted to keep in your possession only those minimum items deemed suitable for use in athletics. The remainder must be placed in temporary storage in your unit supply room.

3. If you have any further questions regarding disposition of your civilian clothing, check with your Roster Guide or First Sergeant.

#### GENERAL ORDERS AND CODE OF CONDUCT

In closing, this booklet emphasizes two extremely significant phases of a soldier's way of life and way of thinking. Study both of them carefully. Remember, they are in truth your General Orders and your Code of Conduct!

## GENERAL ORDERS

1. I will guard everything within the limits of my post and quit my post only when properly relieved.
2. I will obey my special orders and perform all my duties in a military manner.
3. I will report violations of my special orders, emergencies, and anything not covered in my instructions, to the commander of the relief.

## CODE OF CONDUCT

### I.

I am an American fighting man. I serve in the Forces which guard my country and our way of life. I am prepared to give my life in their defense.

### II.

*I will never surrender of my own free will. If in command, I will never surrender my men while they still have the means to resist.*

### III.

*If I am captured, I will continue to resist by all means available. I will make every effort to escape and aid others to escape. I will accept neither parole nor special favors from the enemy.*

## CODE OF CONDUCT—Continued

### IV.

If I become a prisoner of war, I will keep faith with my fellow prisoners. I will give no information nor take part in any action which might be harmful to my comrades. If I am senior, I will take command. If not, I will obey the lawful orders of those appointed over me and will back them up in every way.

### V.

When questioned, should I become a prisoner of war, I am bound to give only name, rank, service number, and date of birth. I will evade answering further questions to the utmost of my ability. I will make no oral or written statements disloyal to my country and its allies or harmful to their cause.

### VI.

I will never forget that I am an American fighting man, responsible for my actions, and dedicated to the principles which make my country free. I will trust in my God and in the United States of America.

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