

Utah State University Army ROTC



Leader's Book

Table of Contents

1. Utah State ROTC History	
2. Utah State Policy Letters	
4. Detachment Mission Statement	
5. The Soldier's Creed	
6. The Cadet Creed	Required Knowledge
7. Army Values	
8. General Orders	
9. TLPs, OAKOC, METT-TC	
10. SALUTE, GOTWA, LACE	
11. Principles of Patrolling, EPW	
12. Priorities of Work (PB)	
13. OPORD shell	Tactical
16. Basic First Aid	
18. Movement Formations and Techniques	
21. Range Card Example	
22. Range Card	
23. Explosive Hazards Report	
24. 9-Line Medical Evacuation	Reports
25. Call for Fires	
26. AAR Format	
27. Army Rank Structure	
28. Suicide Awareness	
29. Packing Lists	General Info
31. Yellow Card Example	
33. Glossary of Terms (Acronyms)	

Utah State ROTC History

West Point of the West

While many students are aware that Utah State University was founded for agricultural studies, most are probably not aware that in 1892 the government also required USU to provide students with an education in military science. In the early years both men and women were required to be enrolled in the ROTC program. Women were required to participate for two years and men for four. These humble beginnings in military science education soon gave way to nationwide prominence. By 1947, USU's military science program commissioned more officers into the military than any school in the nation, except for West Point itself. Hence, USU is known as the "West Point of the West." To this day, Utah State produces some of the finest military officers our nation has ever known.

ROTC Policy Letters

Commander's Critical Information Requirements (CCIR)

1. Violations of the law other than minor traffic violations.
2. Family emergency or injuries/hospitalization of cadet or immediate family member.
3. Incidents that may result in disciplinary action by the university or embarrassment to the unit.
4. Overall GPA, Semester GPA or GPA within your major less than 2.5 or a "D+" or lower in any course at any point during the semester.
5. Any update to the 104R, e.g. A desire to withdraw from a course or change a major or mission set.
6. Media Inquiries.

Policy Memorandum #13 – Disenrollment for APFT failures and PT participation

A contracted cadet will be dis-enrolled From ROTC if they fail a total of 3 APFTs anytime while they are in a contracted status. The failures do not have to be consecutive.

ROTC Policy Letters

Uniform Wear and Appearance in Winter Months

Whenever an Army uniform is worn, grooming standards will be IAW AR 670-1 Ch. 1 Para. 8

During PT sessions cadets will wear the following IPFU items: IPFU jacket, IPFU pants, IPFU trunks, IPFU shirt, and plain white socks that cover the ankle. Black or grey spandex is authorized provided that they do not go below the knee. No logos may be visible on any uniform item. A reflective PT belt will be worn around the waist and under the jacket unless an activity, to be determined by leadership, requires it worn differently. Fleece cap and gloves will be worn. However, if the cadet has not been issued either the cap or gloves a black civilian equivalent may be worn.

When in formation at lab the uniform will be: ACU, patrol cap, and black or OD green gloves. Cadets must also wear one of the following: ACU pattern Gore-Tex jacket, woodland pattern Gore-Tex jacket, OD green Condor jacket, or black/green fleece. The fleece cap must be in the left cargo pocket. The neck gaiter must be on each cadet's person during the winter months. Additional cold weather gear may be added or removed as directed by leadership.

Policy Letters, Mission Statement

Policy Letter Motorcycle Safety and Accident Prevention

Army motorcycle training program requirements are outlined in AR 385-10. Training requirements include a successful completion of Basic Rider Course prior to operation of any motorcycle on or off an installation. Training is further supplemented by the completion of an Experienced Rider's Course or Military Sport Bike Rider Course. Cadets are not bound by this regulation except when on a duty status; however, they are encouraged to comply.

Jim Bridger Detachment Mission Statement

"To educate, train, and inspire Cadets enrolled in the Utah State University Army ROTC; ensuring that each graduate is a commissioned leader of character, committed to the Army Values and prepared for a career of professional excellence and service to the Nation as an Officer in the United States Army."

Soldier's Creed

I am an American Soldier.

I am a Warrior and a member of a team.

I serve the people of the United States and live the Army Values.

I will always place the mission first.

I will never accept defeat.

I will never quit.

I will never leave a fallen comrade.

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

I always maintain my arms, my equipment, and myself.

I am an expert and I am a professional.

I stand ready to deploy, engage, and destroy the enemies of the United States of America in close combat.

I am a guardian of freedom and the American way of life.

I am an American Soldier.

Cadet Creed

I am an Army Cadet.

Soon I will take an oath and become an Army Officer committed to defending the values which make this nation great. Honor is my touchstone.

I understand mission first and people always.

I am the past – the spirit of those warriors who have made the final sacrifice.

I am the present – the scholar and apprentice soldier enhancing my skills in the science of warfare and the art of leadership.

But above all, I am the future—the future warrior leader of the United States Army. May God give me the compassion and judgment to lead and the gallantry in battle to win.

I will do my duty.

Army Values

1. LOYALTY
2. DUTY
3. RESPECT
4. SELFLESS SERVICE
5. HONOR
6. INTEGRITY
7. PERSONAL COURAGE

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.

TLPs, OAKOC, METT-TC

Troop Leading Procedures

1. Receive the Mission
2. Issue a WARNO
3. Make a Tentative Plan
4. Initiate Necessary Movement
5. Conduct Reconnaissance
6. Complete the Plan
7. Issue the Complete Order
8. Supervise and Refine

9

METT-TC

M-Mission
E-Enemy
T-Troops
T-Terrain
T-Time
C-Civilians

OAKOC:

O-Observations and Fields of Fire

A-Avenues of Approach

K-Key and Decisive Terrain

O-Obstacles

C-Cover and Concealment

SALUTE, GOTWA, LACE

Salute Report:

S-Size
A-Activity
L-Location
U-Uniform
T-Time
E-Equipment

LACE

L-Liquid

A-Ammunition

C-Casualties

E-Equipment

GOTWA:

Going Where You are going
Others Who you are going with
Time When you will return
What What to do if you fail to return
Actions Actions on contact

10

Principles of Patrolling, EPW

5 Principles of Patrolling

1. Planning
2. Recon
3. Security
4. Control
5. Common Sense

EPW (STRESS)

S-Search E-Evacuate
T-Tag S-Segregate
R-Report S-Silence

Priorities of Work (PB)

1. Security
2. Withdrawal Plan
3. Communications
4. Mission Preparation and Planning
5. Maintenance Plan
6. Sanitation and Personal Hygiene Plan
7. Mess Plan
8. Rest/Sleep Plan
9. Water Resupply
10. Sterilization of Site when Exiting PB

OPORD Skeleton (SQD STX)

1. Situation

- a. Terrain and Weather
- b. Enemy Forces
- c. Friendly Forces
 - 1. Higher Headquarters' Mission and Intent
 - a) Two Levels Up
 - b) One Level Up
 - 1. Mission
 - 2. Commander's Intent
 - 2. Mission of Adjacent Units
 - a) Unit
 - b) Unit
- d. Civil Considerations
- e. Attachments and Detachments

13

OPORD Skeleton (SQD STX)

2. Mission:

3. Execution:

- a. Commander's Intent
- b. Concept of Operations
- c. Scheme of Movement and Maneuver
- d. Scheme of Fires
- e. Tasks to Subordinate Units
- f. Coordinating Instructions
 - 1) Timeline
 - 2) Priority Intelligence Requirements

4. Sustainment:

- a. Logistics
- b. Personnel
- c. Health Systems Support

14

OPORD Skeleton (SQD STX)

5. Command and Signal:

a. Command

- 1) Location of Commander
- 2) Succession of Command

b. Control

- 1) Command Post Location
- 2) Reporting Requirements

c. Signal:

- 1) Frequencies and Call Signs
 - a) Frequencies

- b) Call Signs

- 2) Passwords

- a) Number Combination
 - b) Challenge/Password

- c) Running Password

Basic First Aid

Evaluating a Casualty:

Responsiveness (AVPU)

- | | |
|---------|---------------|
| -Alert | -Pain |
| -Verbal | -Unresponsive |

Breathing-Ensure airway is open and adequate. Head tilt chin lift/jaw thrust (if spinal injury suspected).

Bleeding-Conduct full body scan. Apply direct pressure, elevate, tourniquet 2-3 inches above wound or joint if necessary. Write "T= (current time)" on forehead for time tourniquet was placed on victim.

Shock-Elevate legs, keep victim warm, keep the victim calm and conscious.

Fractures-Identify and splint if possible.

Burns-Do not remove clothing from burns.

Concussion-Check pupils or bruising behind ears.

Basic First Aid

CPR

Roll casualty on back

-Support head and neck during movement

Open Airway

Check for Breathing

-Look, Listen, Feel

Check Pulse

Give Breaths if Needed

- 100 compressions per minute

-2 rescue breaths every 30 Compressions

-Reassess pulse every 2 minutes

Finger sweep

-Only if you can see a foreign object in the airway.

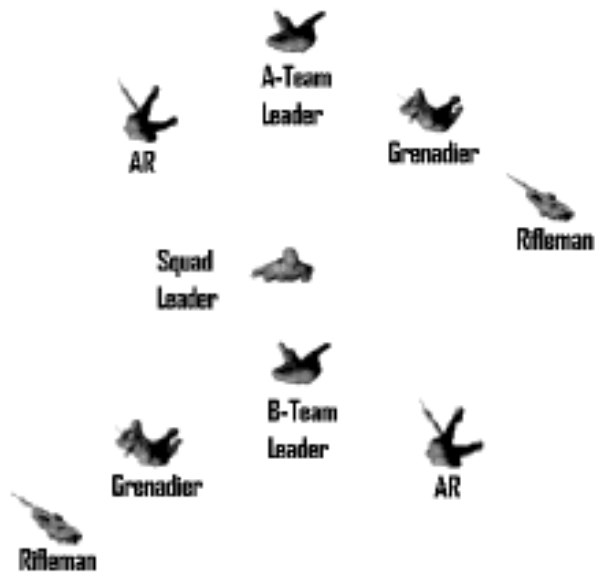
-DO NOT conduct a "blind" finger sweep.

Movement Formations and Techniques



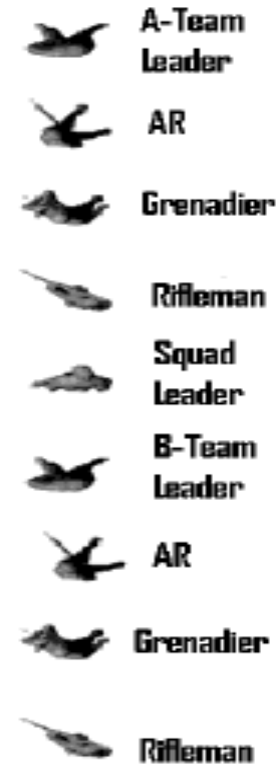
Movement Formations and Techniques

Squad Column



Movement Formations and Techniques

Squad File



Range Card Example

STANDARD RANGE CARD
For use of this form see FM 7-7J. The proponent agency is TRADOC.

SQD *1st*
PLT *1st*
CO *B*

May be used for all types of direct fire weapons.

MAGNETIC NORTH

DATA SECTION

POSITION _____ DATE **22 MAY**

WEAPON **M60 MG** EACH CIRCLE EQUALS **100** METERS

NO.	DIRECTION/DEFLECTION	ELEVATION	RANGE	AMMO	DESCRIPTION
1	4600				PDF
2	L 3800				L DIRECTION
3	R 5900				R DIRECTION
4	R 4880		350		ROAD JUNCTION
5	L 4050		750		LARGE TREE
6	R 5100		800		OLD CHURCH

REMARKS _____

DA FORM 5517-R, FEB 86

Range Card

STANDARD RANGE CARD
For use of this form see FM 7-8. The proponent agency is TRADOC.

SQD _____
PLT _____
CO _____

May be used for all types of direct fire weapons.

MAGNETIC NORTH

DATA SECTION

POSITION IDENTIFICATION _____ DATE _____

WEAPON _____ EACH CIRCLE EQUALS _____ METERS

NO.	DIRECTION/DEFLECTION	ELEVATION	RANGE	AMMO	DESCRIPTION

REMARKS _____

DA FORM 5517-R, FEB 86

Explosive Hazards Report

Line 1 – Date and Time Discovered

Line 2 – Reporting Activity Location (Mandatory 8 digit Grid, as well as Landmarks, Reference Points, Addresses, etc.)

Line 3 – Contact Method (Radio Frequency/Call Sign)

Line 4 – Type of Ammunition (Dropped, Projected, Placed, or Thrown)

Line 5 – NBC Contamination (Yes or No, Known or Suspected NBC Contamination, if Yes Report Agent Type.)

Line 6 – Resources Threatened (What Resource is Threatened; is it Critical?)

Line 7 – Impact on Mission (How the UXO is Affecting the Current Mission)

Line 8 – Protective Measures Taken (Unit Emplaced Protective Measures)

Line 9 – Recommended Priority (Immediate, Indirect, Minor, or No Threat)

UXO Battle Drill

Clear: Leave the Immediate Area

Cordon: Establish a perimeter

Control: Maintain Visual observation to ensure nobody tampers with the device.

Call EOD: Report 9 line to supporting EOD

9-line Medical Evac

Line 1- Location of Pick Up Site

Line 2- Frequency, Call Sign, and Suffix

Line 3- Number of Casualties by Precedence

A- Urgent B- Urgent Surgical C=Priority
D- Routine E- Convenience

Line 4- Special Equipment

A- None B- Hoist
C- Extraction equipment D- Ventilator

Line 5- Number of Patients by Type

L- Litter A- Ambulatory

Line 6- Security of Pickup Sight

N- No Enemy Troops in Area
P- Possibly Enemy Troops in Area
E- Enemy Troops in Area (Use Caution)
X- Enemy Troops in Area (Armed Escort)

Line 6- Number and Type of Wound, Injury, Illness (Peacetime)

Line 7- Method of Marking Pickup Site

A- Panels B- Pyrotechnic
C- Smoke D- None E- Other

Line 8- Patient Nationality and Status

A- US Military C- Non-US Military
B- US Civilian D- Non-US Civilian E- EPW

Line 9- NBC Contamination (Wartime)

N- Nuclear B- Biological C- Chemical

Line 9- Terrain Description (Peacetime)

Call for Fires

“ _____ this is _____ fire for effect (or adjust fire), over.”

“Grid _____, direction _____ (in MILs), over.”

“(Target description), over.”

“(Munition requested- i.e. HE, Smoke) in effect, over.”

(If adjust fire) “Add/drop, over.”

(If adjust fire) “Fire for effect, over.”

“End of mission, (target disposition), (estimated casualties), over.”

<u>Grid</u>	<u>TRP</u>	<u>Description</u>
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AAR Format

An AAR is to focus directly on the commander’s intent, training objectives, and standards.

The purpose of an AAR is to provide the feedback essential to correcting training deficiencies. It is not a forum for whining or complaining.

Each phase of the operation will be discussed in the following manner:

- Review what was supposed to happen.
- Establish what happened.
- Determine what was right or wrong with what happened.
- Determine how the task should be done differently next time

The cadet leading the AAR will have questions related to each phase of the operation prepared ahead of time. This will aid in leading an effective AAR.

Reference: MEMO 21 February 2013- Standard Operating Procedures for After Action Review

Army Rank Structure

ENLISTED

E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	Senior Enlisted Advisor		
no insignia											
Private E-1 (PV1)	Private E-2 (PV2)	Private First Class (PFC)	Corporal (CPL)	Sergeant (SGT)	Staff Sergeant (SSG)	Sergeant First Class (SFC)	Master Sergeant (MSG)	First Sergeant (1SG)	Sergeant Major (SGM)	Command Sergeant Major (CSM)	Sergeant Major of the Army (SMA)

OFFICER

O-1	O-2	O-3	O-4	O-5	O-6	O-7	O-8	O-9	O-10	SPECIAL
Second Lieutenant (2LT)	First Lieutenant (1LT)	Captain (CPT)	Major (MAJ)	Lieutenant Colonel (LTC)	Colonel (COL)	Brigadier General (BG)	Major General (MG)	Lieutenant General (LTJG)	General (GEN)	General of the Army (GA)

ROTC CADET RANKS

CADET PVT	CADET PFC	CADET CPL	CADET SGT	CADET SSG	CADET SFC	CADET MSG	CADET 1SG	CADET SGM	CADET CSM
CADET 2LT	CADET 1LT	CADET CPT	CADET MAJ	CADET LTC	CADET COL				

Suicide Awareness

ACE

A – Ask your buddy. Be direct.

C – Care for your buddy. Do not leave them alone.

E – Escort your buddy to chain of command, chaplain, mental health professional, or hospital.

Packing List

Winter Ruck (30 pounds min.)

- Wet Weather Bag
- Knee Pads
- Elbow Pads
- Poncho
- Field Jacket or Gore-Tex
- Poly Pro (Top and Bottom)
- Wet Weather Pants
- 2 Large Zip-Lock Bags
- Extra Batteries for Flashlight

Summer Ruck (30 pounds min.)

- Wet Weather Bag
- Knee Pads
- Elbow Pads
- Poncho
- Wet Weather Pants
- 2 Large Zip-Lock Bags
- Extra Batteries for Flashlight

Packing List

LBE

- Compass
- PT Belt
- Clear Eye Pro
- Ear Pro
- Medical Kit/ IFAK
- 2 Full Canteens/ Issued Camelbak
- Flashlight with Red Lens

MS III Kit (in ruck or LBE)

- Terrain Model Kit
- Flaming Rock
- Whistle
- Kevlar/ACH
- Protractor
- ID Tags
- Watch
- Extra Weight (total weight = 40 pounds)

Yellow Card

CADET SELF-ASSESSMENT REPORT	REQUIREMENTS CONTROL SYMBOL
<small>(ROTC Cad Cad Reg 145-3)</small> Cadet: [REDACTED]	ATCC-122
Unit: <u>JSD</u>	Length (hours): <u>17 JAN 13 - 11 JAN 13</u>
Unit Position: <u>1st Platoon SQ</u>	Date: <u>11 JAN 13</u>
<p>SUMMARY OF PERFORMANCE (Describe the Situation, assigned Task, the Action taken, and the Results).</p> <p>S-Assign as SQ leader for the DIC lab responsible for 10 cadets.</p> <p>T-Receive OBOARD issue. WARNQ prepare OBOARD.</p> <p>A-Arrived early to receive OBOARD ^{by email 11:00}.</p> <p>A-Sent out WARNQ to squad for OBOARD to be held the next morning so that calls could schedule the time to be there.</p> <p>A-Prepared OBOARD, communicated with Pl in order to clarify the timeline.</p> <p>R-OBOARD received. WARNQ issued to squad. OBOARD prepared for briefing.</p> <p>T-Correct squad members' incorrect info. issue OBOARD, supervise, refine.</p> <p>A-I called, texted, and emailed (again) squad members who had not responded to WARNQ. For those cadets who I was still unable to contact I called SSA Smith for contact info. since I knew he had the correct info. This allowed me to update the matrix for those cadets who had dropped the program.</p> <p>A-I met a couple of new cadets in the supply room and asked for their contact info so as to update the matrix and ensure I could help them if they had questions about lab. I also gave them copies of my OBOARD and made sure that they knew what to wear and where to be for lab.</p> <p>A-Cadets valued on time.</p> <p>R-Squad members were contacted (with the exception of one who I have no way of contacting yet) OBOARD issued, and squad list was able to be updated & adjusted to account for new/discontinued cadets.</p>	

Yellow Card

<p>My Strongest Attributes and/or Core Leader Competencies: (list 1, 2 or 3)</p> <p>E1- met new ROTC cadets & made sure they knew where to be & what to wear for lab. Helped keep matrix updated.</p> <p>CF- ensured squad members were prepared for lab and had a good time.</p> <p>MB- increase it!</p>	<table border="1" style="margin: auto;"> <tr> <td style="padding: 5px;">Overall Self-Assessment</td> <td style="padding: 5px;">E</td> <td style="padding: 5px; border: 2px solid black; border-radius: 50%;">S</td> <td style="padding: 5px;">N</td> </tr> </table>	Overall Self-Assessment	E	S	N
Overall Self-Assessment	E	S	N		
<p>Complete self-assessment to this point and turn it in prior to counseling</p>					
<p>Cadet Summary of Counseling</p>					
<p>My Strongest Attributes and/or Core Leader Competencies (As Noted by Evaluator):</p> <p>Communication Resilience Extends Influence Confidence Lead by Example</p>					
<p>Attributes and/or Core Leader Competencies to Improve (As Noted by Evaluator):</p>					
<p>Actions I Plan to Take:</p> <p>Find ways to be more involved with activities & leadership opportunities in order to improve confidence level.</p> <p>Focus on the details (policy letter regarding please cap) & stick to 5-paragraph OBOARD format.</p>					
<p>Cadet's Signature: [REDACTED]</p>	<p>Date: <u>11 JAN 13</u></p>				

Glossary of Terms

Garrison

<u>ACH:</u>	Advance Combat Helmet
<u>ACU:</u>	Army Combat Uniform
<u>APFT:</u>	Army Physical Fitness Test
<u>ASU:</u>	Army Service Uniform
<u>AVPU:</u>	Alert, Voice, Pain, Unconscious
<u>CONOP:</u>	Concept of Operation
<u>FRAGO:</u>	Fragmentation Order
<u>IAW:</u>	In Accordance With
<u>IOT:</u>	In Order To
<u>IPFU:</u>	Improved Physical Fitness Uniform
<u>LBE:</u>	Load Bearing Equipment
<u>LBV:</u>	Load Bearing Vest
<u>LDAC:</u>	Leader Development Assessment Course
<u>METT-TC:</u>	Planning Considerations (pg. 9)
<u>NLT:</u>	No Later Than
<u>OPORD:</u>	Operation Order
<u>PRT:</u>	Physical Readiness Training
<u>TLP:</u>	Troop Leading Procedures
<u>WARNO:</u>	Warning Order

Glossary of Terms

STX lane

<u>AA:</u>	Assembly Area
<u>ACE:</u>	Ammo, Casualties, Equipment
<u>AO:</u>	Area of Operations
<u>COB:</u>	Civilians on the Battlefield
<u>EPW:</u>	Enemy Prisoner of War
<u>ERP:</u>	En Route Rally Point
<u>GOTWA:</u>	5 Point Contingency Plan (pg. 10)
<u>LD:</u>	Line of Departure
<u>LOA:</u>	Limit of Advance
<u>LP/OP:</u>	Listening Point/Observation Point
<u>MOB:</u>	Media on the Battlefield
<u>OBJ:</u>	Objective
<u>ORP:</u>	Objective Rally Point
<u>PB:</u>	Patrol Base
<u>PIR:</u>	Priority Information Requirement
<u>SITREP:</u>	Situation Report
<u>STX:</u>	Situational Training Exercise