- acrylic nails are authorized for females, provided that they have a natural appearance and conform to the Army standard addressed above.

**Hygiene and body grooming**
- Cadets are expected to maintain good daily hygiene and wear their uniforms so as not to detract from the overall military appearance.

**Wearing of the Uniform**
- When in uniform, always wear the complete uniform; never mix articles of civilian clothing with uniform parts. Your uniform shoes, socks, and all weather coat without insignia may be worn with your civilian clothes, however.

- Uniforms will be clean and neatly presented when worn.

- The cap will be worn when outdoors. Keep buttons buttoned, zippers closed, and snaps fastened. Footwear and brass must be highly shined.

- The Army ROTC uniform will not be worn outside of the United States except by specific authority.

- Army ROTC cadets may wear the uniform within the United States and its territories when - Assembling for the purpose of military instruction.
  - Engaging in the military instruction of a cadet corps or similar organization.
  - Traveling to and from the institution in which enrolled (ASUs for commercial travel).
  - Visiting a military station for participation on military drills or exercises.
  - Attending other functions as authorized by the PMS for such wear.

- No part of the uniform distinctly belonging to the US Army may be worn with civilian clothing. Likewise, no civilian clothing items will be worn when in uniform. The issued uniform will be worn complete unless otherwise directed.

- An exception to this is safety equipment required by law or regulation, such as motorcycle helmets and reflective vests when riding motorcycles.

- Uniforms will be properly cleaned and maintained. Headgear will be worn at all times when outdoors unless directed otherwise. Headgear is not worn indoors, except on drill floors, or under arms.

**Army Combat Uniform (ACU)**
- ACU's may be worn by cadets who have been issued them by either the ROTC supply tech or their National Guard or Reserve unit. They should be washed in cold water with mild detergent hung to dry. Velcro closed all pockets and blouse your pants at the top of the boot. Subdued name tapes, U.S. Army tapes, unit patches and authorized tabs will be Velcro to the shirt.

- The Cadet Command patch is worn on the left shoulder. The Cowboy Battalion patch will be worn on the right shoulder. "US Army" and "Name" tapes are worn immediately above the pocket of the ACU shirts. Subdued qualification badges (metal only) are worn 1/4 inch above the "US Army" tape (See AR 670-1, [http://rotc.okstate.edu/cadet-portal/field-manuals](http://rotc.okstate.edu/cadet-portal/field-manuals)).
- The ACU cap is the basic headgear for this uniform. It will be worn straight on the head so that the cap band creates a straight line around the head parallel to the ground. The cap will be worn so no hair shows on the forehead.

- Cadet Officers will wear subdued insignia of rank on the front of the cap centered between the bill and the top edge of the cap. Cadet enlisted members and NCOs will wear the subdued rank in the same manner. Velcro Name tape will be center on back of headgear.
Army Combat Uniform (ACU)  ACU worn with the patrol cap

Moisture-wicking tan T-shirt

Mandarin collar worn in the down position

Velcro backed U.S. ARMY and last-name tape

Elbow pouch with Velcro closure for internal elbow pad inserts

Zippered front closure, reinforced with Velcro, which provides a smooth surface when worn with the OTV

Knee pouch with Velcro closure for internal kneepad inserts

Leg cuff with front closure tie, which allows more comfortable closure on the outside of the boot collar

Army Service Uniform (ASU)  ASU includes the Army blue (black in color) coat and trousers (dark blue in color) with belt loops and long-sleeved white shirt with shoulder loops and black 4-in hand tie for males. The female ASU consist of the Army blue coat, skirt, a long-sleeved white shirt with
shoulder loops and black neck tab. The black beret or service caps are authorized for wear with this uniform.

When the ASU is worn for evening social occasions, Commanders can direct no headgear required. Male Soldiers will wear the black bow-tie in lieu of the black 4-in hand tie. All accessories and insignia authorized to wear with the Class A (Green) service uniform are authorized on the ASU.

Additional guidance on the wear of Class A (Greens) or the Army Service Uniform (ASU) is located at the following Cowboy Battalion web page URL: [http://rotc.okstate.edu/cadet-portal/field-manuals](http://rotc.okstate.edu/cadet-portal/field-manuals).

**Class A Uniform (Greens)**  Non-Contracted cadets will be issued a Class A (Greens) uniform for wear at specified battalion events and activities (this is due to the limited amount of on hand ASUs). The Class A (Greens) uniform consist of a green coat and trousers with belt loops and long-sleeved (light green) shirt with shoulder loops and black 4-in hand tie for males. The Class A (Greens) uniform for females includes the green coat, skirt, a long-sleeved (light green) shirt with shoulder loops, and black neck tab. The black beret or service caps are authorized for wear with this uniform.

**Modified Class A Uniform (Class A “Dress” Uniform)** The Class A uniform is converted to the cadet dress uniform by substituting a plain white long sleeved shirt for the long-sleeved (light green) shirt. A plain black bow tie, no more than 2 inches wide, is worn for formal occasions. Commanders can direct no headgear required for social events.

**Improved Physical Fitness Uniform (IPFU)** The Army IPFU consists of the Army gray T-shirt, black shorts, white ankle / calf length socks, running shoes and reflective belt. This may be supplemented by the addition of the Army winter top / bottom, long sleeve Army gray shirt, fleece cap and black gloves during cooler weather.
1) GREEN FLEECE CAP
2) PT REFLECTIVE BELT (RIGHT SHOULDER TO LEFT)
3) IPFU JACKET
4) BLACK GLOVES
5) IPFU RUNNING PANTS (BLACK)
6) RUNNING SHOES

7) IPFU SHORT SLEEVE SHIRT
8) PT REFLECTIVE BELT (WAIST)
9) WATCH (OPTIONAL)
10) IPFU SHORTS
11) ANKLE/CALF LENGTH SOCKS (NO LOGO)
12) RUNNING SHOES

CADET AWARDS
**General** The objective of the Cowboy awards program is to recognize cadets for exemplary academic, leadership, physical fitness, extra-curricular and special qualifications achieved as a member of the Oklahoma State University Army ROTC Corps of Cadets.

**Wear** The highest precedence award (ribbon) is worn to the top and right of other awards. Additional awards (ribbons) earned follow by order of precedence with the lowest precedence award at the bottom left. The matrix listing cadet awards by order of precedence is located at the following Cowboy Battalion web page URL in the ROTC Cadet Awards document: [http://rotc.okstate.edu/cadet-portal/field-manuals](http://rotc.okstate.edu/cadet-portal/field-manuals).

**Additional Awards & Award Apertures** Additional guidance on cadet ribbons, special awards, badges and apertures is located at the following Cowboy Battalion web page URL in the ROTC Cadet Awards document: [http://rotc.okstate.edu/cadet-portal/field-manuals](http://rotc.okstate.edu/cadet-portal/field-manuals).
CHAPTER VII

PHYSICAL FITNESS

The Importance of Physical Fitness  Physical fitness is an integral component of leadership and physical fitness is just as important to the accomplishment of the Army’s mission as proficiency in military skills, tactical and technical training, and material readiness. Considering our variety of missions in different environments, the complete physical fitness of all Soldiers is most important. All military members must be prepared to perform their skills under extreme physical and mental stress. For Details on the APFT and Height/Weight go to URL: http://rotc.okstate.edu/cadet-portal/field-manuals and look under FM 7-22.

Physical Readiness Training (PRT)  PRT sessions always include the following elements: preparation, activity, and recovery. Exercises performed during preparation ready Soldiers for more intense PRT activities. Recovery exercises are performed at the end of every PRT session to gradually and safely bring the body back to its pre-exercise state.

Preparatory Drills – Executed at the beginning of physical training

<table>
<thead>
<tr>
<th>Exercise</th>
<th>Duration</th>
<th>Cadence</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Bend and Reach</td>
<td>5-10 Reputations</td>
<td>Slow</td>
</tr>
<tr>
<td>The Rear Lunge</td>
<td>5-10 Reputations</td>
<td>Slow</td>
</tr>
<tr>
<td>The High Jumper</td>
<td>5-10 Reputations</td>
<td>Moderate</td>
</tr>
<tr>
<td>The Rower</td>
<td>5-10 Reputations</td>
<td>Slow</td>
</tr>
<tr>
<td>The Squat Bender</td>
<td>5-10 Reputations</td>
<td>Slow</td>
</tr>
<tr>
<td>The Forward Lunge</td>
<td>5-10 Reputations</td>
<td>Slow</td>
</tr>
<tr>
<td>The Prone Row</td>
<td>5-10 Reputations</td>
<td>Slow</td>
</tr>
<tr>
<td>The Bent Leg Body Twist</td>
<td>5-10 Reputations</td>
<td>Slow</td>
</tr>
<tr>
<td>The Push-Up</td>
<td>5-10 Reputations</td>
<td>Moderate</td>
</tr>
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</table>

Recovery Drills - Executed at the conclusion of physical training

<table>
<thead>
<tr>
<th>Exercise</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Overhead Arm Pull</td>
<td>Hold 20-30 Seconds</td>
</tr>
<tr>
<td>The Rear Lunge</td>
<td>Hold 20-30 Seconds</td>
</tr>
<tr>
<td>The Extend and Flex</td>
<td>Hold 20-30 Seconds</td>
</tr>
<tr>
<td>The Thigh Stretch</td>
<td>Hold 20-30 Seconds</td>
</tr>
<tr>
<td>The Single Leg Over</td>
<td>Hold 20-30 Seconds</td>
</tr>
</tbody>
</table>

Army Physical Fitness Test (APFT)  The Army Physical Fitness Test (APFT) measures your muscular endurance and cardio respiratory fitness. The results of the test will provide you and your Chain of Command an indication of your state if fitness and will act as a guide in determining your physical training needs. The APFT consist of three components; the Push-Up event, the Sit-Up event and the two-mile Run event. The Push-Up event measures the endurance of the chest, shoulder, and triceps muscle. The Sit-Up event measures the endurance of the abdominal and hip-flexor muscles. The two-mile run is used to assess your aerobic fitness and your leg muscles’ endurance. Cadets will be administered an APFT twice a semester – minimum.

APFT Event Scoring  Find the number of repetitions you did, or your run time in the leftmost column. Follow that over to the appropriate age/sex column to determine your score for each event. You must score at least 60 points to pass the event. You must achieve a minimum score of 60 points.
in each event (PU, SU & Run) to successfully pass the APFT. An Army Leader does not strive for minimums. Your personal goal should be to obtain a maximum score of 100 points in every event!

**Failure to pass a “Record” APFT can result in the loss of program benefits and / or other disciplinary action for contracted cadets.**

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>REPS (MAX) (M/F)</td>
<td>71/42</td>
<td>75/46</td>
<td>77/50</td>
<td>75/45</td>
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<tr>
<td>REPS (MIN) (M/F)</td>
<td>42/19</td>
<td>40/17</td>
<td>39/17</td>
<td>36/15</td>
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<table>
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<tr>
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<th>AGE GROUP</th>
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<th>22-26</th>
<th>27-31</th>
<th>32-36</th>
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<tbody>
<tr>
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<td>80/80</td>
<td>82/82</td>
<td>76/76</td>
<td></td>
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<tr>
<td>REPS (MIN) (M/F)</td>
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<td>50/50</td>
<td>45/45</td>
<td>42/42</td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>EVENT: 2 Mile Run</th>
<th>AGE GROUP</th>
<th>17-21</th>
<th>22-26</th>
<th>27-31</th>
<th>32-36</th>
</tr>
</thead>
<tbody>
<tr>
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<td>13:00 / 15:36</td>
<td>13:18 / 15:48</td>
<td>13:18 / 15:54</td>
<td></td>
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<tr>
<td>REPS (MIN) (M/F)</td>
<td>15:54 / 18:54</td>
<td>16:36 / 19:36</td>
<td>17:00 / 20:30</td>
<td>17:42 / 21:42</td>
<td></td>
</tr>
</tbody>
</table>

**Army Height / Weight Standards** Compliance with the Army Height / Weight standard is a pre-contracting and program retention requirement evaluated with APFT events. Compliance is required for all contracted cadets and Soldiers regardless of service component. Screening weights based on gender, height and age group are used as a means to identify possible noncompliance with the Army height / weight standard. *Failure to meet screening weight for your height and age group “does not” constitute non-compliance.*

Cadets that do not meet minimum screening weight requirements will be taped in accordance with procedures outlined in AR 600-9 (The Army Body Composition Program) to determine compliance (pass / fail) with the Army’s body fat requirement.

**Failure to comply with the Army’s body fat standard can result in the loss of program benefits and / or other disciplinary action for contracted cadets.**

**Additional Information** Additional guidance on the Army APFT event and Height Weight Standards is located at the following Cowboy Battalion web page URL under the Physical Training Section: [http://rotc.okstate.edu/cadet-portal/field-manuals](http://rotc.okstate.edu/cadet-portal/field-manuals).
CHAPTER VIII

BATTALION ACTIVITIES

The Cowboy battalion encourages cadets to participate in organizations and activities on campus, as well as those sponsored by Army ROTC. These activities promote leadership opportunities, and increase knowledge.

BATTALION CALENDAR EVENTS – Annual Events

Dining-In  This is a formal dinner for cadre, cadets, alumni and special guests only. The Mess follows a very formal set of rules established back in the days of our Frontier Army and is meant to build camaraderie and esprit-de-corps among unit members and our alumni. Dining-in events typically take place after 1700 hours (5:00pm). As such, cadets and cadre will typically wear a formal military uniform to the event. The wearing of headgear is at the PMS’s discretion.

Dining-Out or Military Ball  The Dining-Out or Military Ball is a formal dinner event for cadre, cadets, alumni, and their guests (dates or spouses). Special guests will be invited as well. The Mess follows some traditions but has a much less formal set of rules than a Dinning-in. Cadet and cadre attire for the Military Ball is the Dress Uniform: Army Service Uniform (ASU) or the Modified Class A Uniform. The wearing of headgear is at the PMS’ discretion. Event guests are encouraged to wear formal civilian attire.

Award Ceremony  A formal battalion award ceremony will be held each spring to recognize cadets for their superb performance over the course of the academic semester and calendar year. The majority of the external awards, foundation and endowment cash awards are presented during the course of this annual event.

Commissioning  The Commissioning ceremony is the culminating point of the Cowboy battalion’s leadership development program. Senior cadets commissioned as an Army officer upon the conclusion of their final academic semester at Oklahoma State University. This event marks the students transition from cadet to Army Officer. Commissioning ceremonies are scheduled at the conclusion of each academic school year with mid-year and summer commissioning events scheduled as required.

Recruiting  The Cowboy battalion will host and actively participate in high school and collegiate recruiting events on and off the university campus throughout the academic school year and summer break time frame. No one is more qualified to discuss life on the university campus and as a member of the “Cowboy Battalion” than our corps of cadets. We encourage each of you to share your passion for the program with fellow students on campus and in your home towns. Many of you will have an opportunity to actively participate in our recruiting events.

Paintball and Organizational Days  Paint ball and Organizational Days will be conducted throughout the academic year as a team building event and means to boost the battalion’s Esprit-De Corps. cadets, cadre, staff, alumni, prospective students, and Family members are typically invited to join-in our Organizational Day events and cook-out.

Ranger Challenge Competition  Ranger Challenge is the varsity sport of Army ROTC. A Ranger Challenge team consists of a primary team of nine cadets and two alternates. Teams compete against other colleges throughout the nation in head to head competition in events such as: patrolling, marksmanship, weapons assembly, one-rope Bridge, grenade assault course, Army Physical Fitness
Test, land navigation, and a ten kilometer road march. Teams that win their respective Brigade competition have the opportunity to compete at the annual Sand Hurst Competition hosted at the US Military Service Academy at West Point.

**ADDITIONAL ACTIVITIES**

**Football Game Support** The Cowboy battalion actively participates in each home football game at Boone Pickens stadium. Cadets interested in any of the described events should contact their Cadet Chain of Command for further information.

- **Color Guard** The battalion provides a Color Guard for each home game at Boone Pickens Stadium. When possible, a joint Army – Air Force Color Guard, is assembled for this pre-game activity. Color guard tryouts and rehearsals are a prerequisite for cadets interested in participating in this activity.

- **Push-up board** Cadets that volunteer for participation in the battalion’s push-up board event play an active role throughout the course of the football game. Cadets under the leadership of a senior cadet move the pushup board on the playing field after each Cowboy touch-down or field goal. A designated team member is hoisted up on the board and executes a “to standard” pushup for every point scored. It is not uncommon for the Push-Up board team to be on camera during local or nationally televised events. Pushup Board tryouts are conducted prior to each home game.

- **75mm Cannon** The battalion’s 75mm Pack Howitzer “Packy” has been a part of Oklahoma State University football tradition since 1952. The cannon crew typically consist of a senior cadet and two crewman. Cadets are responsible for the pre-game maintenance, pre-game test fire, and firing the cannon throughout the course of the game. A detailed standard operating procedure outlining firing criteria and crew duties outlines each requirement URL under Cannon Operations: [http://rotc.okstate.edu/cadet-portal/field-manuals](http://rotc.okstate.edu/cadet-portal/field-manuals).

- **Express Personnel** Cadets will receive an opportunity to support the Cowboy battalion and raise funds for the cadet fund by participating as an usher at home football activities at Boone Pickens Stadium. All proceeds go to support upcoming cadet activities as directed by the cadet fund advisory committee.

**External Color Guard Support** The Cowboy battalion provides color guards to support local organization activities throughout the academic school year. This venue provides an excellent opportunity for cadets to serve their community and represent the Cowboy battalion!

**Veterans Entrepreneurship Program (VEP)** The Veterans Entrepreneurship Program, sponsored by the Spears School of Business RIATA Center, provides a rigorous entrepreneurial learning and development opportunity for disabled veterans and those who distinguished themselves in their military service. It is designed for veterans who are interested in starting a venture as a means to financial independence or have an existing business that they would like to grow profitably. At the heart of the VEP is an intense, eight-day training program at Oklahoma State University. Cadre and cadets from the Army and Air Force ROTC programs actively support the activities scheduled over the course of the in house training program at OSU.

**Relay for Life** The local American Cancer Society and Oklahoma State University host a Relay for Life event each year to promote how individuals can reduce their cancer risk, and raise money to help end cancer. University student organizations actively participate in fund raising across campus and
the local area to support Cancer research and educate citizens on Cancer risk. The Cowboy battalion’s corps of cadets is an active participant in this annual event.

**ROTC AFFILIATED ORGANIZATIONS**

- **Pershing Rifles** The National Society of Pershing Rifles is a military fraternal organization for college-level students, founded by then 2nd Lieutenant (later General of the Armies of the United States) John (Blackjack) Pershing in 1894. Oklahoma State Universities’ Company C, 7th Regiment was chartered on May 1948. The Pershing Rifles primary focus is on the development of member proficiency in individual and small unit tactical operations.

- **Scabbard and Blade** The National Society of Scabbard and Blade is a joint service academic honor society dedicated to developing aspiring and current military officers that emulate the societies Five Star qualities of Honor, Leadership, Professionalism, Officership, Unity and fostering strong joint-service relationships. The Scabbard and Blade stands alone as the “only” collegian military honor organization recognized by the Association of College Honor Societies (ACHS). This accreditation allows students to add membership to their transcript and resume along with recognizing them for not only being an outstanding scholar, but also a superior officer candidate. Oklahoma State Universities’ Company K, 2nd Regiment was chartered in March 1920. Company K also serves as the Society’s National Headquarters.

- **Army Blades** The Alpha Beta Chi (ABX) organization is an auxiliary university student association dedicated to the promotion and support of the Oklahoma State University Army ROTC program. The organization actively participates in a wide variety of on and off campus activities designed to support the Cowboy battalion, honor service members and provide moral support in the form of letters and care packages to Soldiers serving abroad. The Army Blades was originally established on the Oklahoma State University campus in 1963. Army Blade Alumni include several women of distinction to include Oklahoma’s 27th Governor the Honorable Mary Fallon and Oklahoma House of Representative and Assistant Majority Floor Leader the Honorable Lee Denney.
CHAPTER IX

CADET PROFESSIONAL DEVELOPMENT TRAINING (CPDT)

U.S. Army Cadet Command (USACC) offers a variety of Cadet Professional Development Training (CPDT) opportunities outside of the typical ROTC classroom. Training opportunities include attendance at USACC’s entry and intermediate leadership training programs at Fort Knox, Kentucky, earning an Army special skill badge, and the opportunity for cadets (MS III) to gain valuable insight on the role of a Lieutenant serving on active duty.

Leader’s Training Course (LTC) Cadets attend the 29 day Leader’s Training Course (LTC) during their sophomore to junior summer to receive alternative contracting credit for completion of the Army ROTC freshman and sophomore class. The course is offered in multiple training cycles at Fort Knox, Kentucky over the course of the summer.

Cadet Leader Course (CLC) [Previously known as Leader Development and Assessment Course or LDAC]. CLC is a course attended by all cadets the summer after completion of their junior MS III year and is located at Fort Knox, Kentucky. This course is designed to further develop a cadet’s potential while being evaluated to shape the cadet ranking on the USACC nation-wide accession Order of Merit (OML) list and prepare cadet’s for attendance at the Basic Officer Leader Course (BOLC) after commissioning. CLC is undergoing major changes from the previous LDAC model during the 2014 to 2015 school year. Typically the course is 29 days in length, but this could vary depending on the final training schedule for CLC 2015.

Cadet Practical Field Training (CPFT) The Cadet Practical Field Training (CPFT) program provides cadets an opportunity to participate in an Army skill badge producing program during the summer. Selection for participation in the CPFT program is competitive. Participant selection criteria and course duration varies. The Cadet Command will provide transportation, billeting and meals to cadets selected for CPFT participation. The following are schools offered to cadets:

- **Air Assault School (AASLT)** Air Assault School is a ten day course offered at multiple locations throughout the United States. Students receive training on airmobile and air assault helicopter operations, to include aircraft orientation, sling-load operations, proper rappelling techniques and fast-rope techniques. The course is composed of learning helicopter insertion techniques, rigorous training and examinations on a myriad course related subjects. The successful completion of all evaluations, exams and a timed 12-mile (19 km) road-march with rucksack are required for graduation.

- **Airborne School (ABN)** Airborne school is a 3 week program hosted at Ft Benning, GA aimed at teaching students how to jump from airplanes using a static line. The curriculum is broken down into Ground Week, Tower Week, and Jump Week.

- **Army Mountain Warfare School (AMWS)** Mountain Warfare School is a 14 day course at Fort Ethan Allen, VT, designed to instruct students in Army operations in mountainous terrain. Graduates of the course get the E skill identifier as a Military Mountaineer. Mountain Warfare School is extremely rigorous.

- **Northern Warfare School (NWS)** Northern Warfare school is a two week program of instruction at Fort Richardson, Alaska. The course provides students basic instruction on cold weather survival techniques, mountain and glacier climbing, navigation and river operations. Northern Warfare school is extremely rigorous.
• **SAPPER Leader Course (SLC)** The Sapper Leader Course is operated by the U.S. Army Engineer School at Fort Leonard Wood, Missouri. The six week, tab producing course is designed to train students in demolitions and other engineer operations.

**Cadet Leader Training (CLT)** Cadet Leader Training (CLT) provides select students an opportunity to serve on temporary duty as a cadet officer with an active duty unit located in the United States or abroad. Contracted Simultaneous Member Program (SMP) cadets are not eligible to participate in the CLT program.

• **Cadet Troop Leader Training (CTLT)** The CTLT track provides cadets the opportunity to serve in a Lieutenant level leadership role over a three to four week period with an active-duty Army unit. Assignments include units that are located in and outside of the United States. Cadets are assigned a mentor, and provided on-post lodging and meals at the unit dining facility (DFAC). The CTLT program is exclusively designed for MSIII cadets that are not members of the National Guard or USAR.

• **Drill Cadet Leadership Training (DCLT)** The Drill Cadet Leadership Training program provides cadets with an opportunity to serve in a Platoon Leader or Executive Officer position with an Army Basic Training (Initial Military Training) Company. Positions vary in duration depending on the host unit and location. Cadets have an opportunity to apply leadership skills, interact with highly skilled and experienced NCOs and Drill Sergeants, and enhance common Soldier task skill proficiency in an Army training environment. This program is exclusively designed for MSIII cadets.

**Cultural Understanding and Language Proficiency (CULP)** The USACC overseas cultural immersion training program is the only summer training opportunity not under the preview of Cadet Professional Development Training (CPDT) program.

Participation in the summer CULP program provides selected cadets an opportunity to travel abroad to one of over 40 countries. Cadets are immersed in the lives and cultures of local citizens of the host country. This experience produces officers who possess the right blend of language and cultural skills required to support global operations in the 21st Century. This program is prioritized for contracted MS II cadets, then contracted MS I cadets depending on the number of slots available for our school. Cadets will be selected based on their ranking on our program’s internal Order of Merit (OML) list.
CHAPTER X

CADET CONDUCT

Civil Violations & Unauthorized Activities

US Army Cadet Command and Battalion Policy Letters

A Command Policy Letter establishes Command-wide policy, assigns responsibilities, and provides guiding principles for the conduct of subordinate commands, leaders, and individuals within a command. Violation of a Command Policy may result in punishment under the Uniform Code of Military Justice and depending on the seriousness of the violation may result in criminal prosecution under a US Army Court Martial. In short, they are informative in nature in order to make Commands, Leaders, and individuals aware of their responsibilities and the current Procedures, Policy’s, Regulations, and Laws.

Violation of US Army Cadet Command (USACC), 5th BDE USACC, or OSU Army ROTC Professor of Military Science (PMS) Policy Letters may result in your removal from the ROTC Program. A civil violation resulting in an “arrest” can be grounds for removal from the ROTC program regardless of court outcome.

It is YOUR responsibility to insure you read, understand, and comply with all U.S. Army Cadet Command and Battalion Policy Letters listed below and located at the following Cowboy battalion web page URL under Policy Letters: http://rotc.okstate.edu/policy-letters.

USACC Policy Letters

Commanders Open Door Policy

1- Equal Opportunity Program
2- Equal Opportunity Complaint Procedures
3- Sexual Harassment/Assault Response and Prevention (SHARP)
4- Equal Employment Opportunity (EEO)
5- Anti Harassment
6- Reasonable Accommodation
7- Promoting Health, Reducing Risk, and Preventing Suicide
8- Cadre-Student Relationships
9- Alcohol Policy
10- Restrictions on the Solicitation, Establishment, and Use of Lab Fees by Military Science Department within U.S. Army Cadet Command (USACC)
11- Filing of Confidential Financial Disclosure Reports (OGE Form 450)
12- Fort Knox Off-Limits Establishments/ Areas
13- Fort Knox Bar Letters
14- Fort Knox Cantigny Dining Facility (DFAC) Dress Code
15- Fort Knox Local Commuting Area

5th Brigade Policy Letters

1- Open Door Policy
2- Equal Opportunity, Equal Employment Opportunity
3- EO Complaint Procedures
4- Sexual Harassment/Assault Response Prevention (SHARP)
5- Under Revision Alcohol and Drug Use
6- Safety
Interface with the Media. We live in a dynamic and ever changing world. The innovations of the internet and social media have vastly expanded our ability to communicate and share personal and organizational information on a global scale. It is imperative that each of us maintain a high level of situational awareness with regard to the information that we elect to post or share with public media sources. Safeguarding personal information from compromise and accurately reporting facts associated with our service to the nation and as members of the Cowboy Battalion is vital. Contact your ROTC Instructor “prior to” participating in any scheduled interview related to the Army ROTC program.

Media Do’s and Don’ts Remember operational security - what you say can affect the lives of others

- Be honest and forthright
- Don’t speak for the command or other Soldiers
- Don’t speculate about issues you’re not involved in - stay in your lane
- Speak in terms familiar to non-military people - minimize acronyms and jargon
- If you don’t know the answer to a question - say so!
- Remember that everything you say is 'on the record' and avoid saying 'no comment'
- You do have the right to decline an interview

Social Networking Social Networking is rapidly becoming a predominant means to communicate and share information across the globe. This technology like any other part of the internet can create serious security risks for you and your personal information. Many social networks will tell you that the more information you put into them, the more you get out of them (connections, recommendations, etc.). Expanding your network profile may appear to provide value for on-line job searches or expanding your social network “but” keep in mind that social networking, regardless of security claims, takes place in essentially public space. Even personal information that may appear to be unimportant can be dangerous in the wrong hands.

The best attitude to take in order to enjoy the benefits of social networking, while minimizing the inherent risks, is to remain SKEPTICAL of “any” request for personal information and CAUTIOUS of
any information you might elect to post to the social media. Some recommended “Do’s and Don’ts associated with social networking follow:

Social Networking – “Do’s”
- **Do use a strong password.**
- **Do use privacy settings.** Insist your friends use theirs too.
- **Do use HTTPS** to connect to your social networking sites whenever possible, especially when connecting from a public hotspot. Be wary if your social networking service only uses HTTP for login credentials only.
- **Do verify** friend/follower requests. Don't accept just anyone. Most scams start by someone bluffing their way onto your friends list. KNOW who you’re sharing your information with.
- **Do verify links, attachments, downloads, emails, anything sent to you.** Even your trusted friends could’ve had their accounts hacked. Don't wire that “emergency money” until you can voice-verify.
- **Do investigate.** What information does a third-party add-ons, games, extensions, etc. have access to? Does that poker game REALLY need access to your contacts list?
- **Do Read** the security tips and instructions provided by the Social Network itself, as well as what trusted security professionals and sources have to say.

Social Networking – Don’ts
- **Don’t post** any material or comment portraying the ROTC Program, the Army or Nation in a derogatory manner.  *Failure to comply could result in disciplinary action.*
- **Don’t share your password** or use the same password for any other services.  *If a leak at Facebook causes your password to become public, you don’t want a hacker being able to use that same password to log into your Gmail or Army Blackboard accounts!*
- **Don’t put in any more information than you absolutely have to.** Hackers, scammers, stalkers all use that information to do anything from guess answers to your security-questions, to impersonating you when trying to scam another user.
- **Don’t post personal itineraries.** Posting you’re going to be out of town is an invitation to criminals to break-in to your home while away.
- **Don’t upload anything you wouldn’t want “everyone” to see.** Nothing is ever really gone from the internet. Even if you delete a picture from your account, it’s still sitting on Facebook’s server somewhere.
- **Don’t post sensitive information.** Posting sensitive information to the social media could harm you or your organization.
CHAPTER XI
OPERATIONS

Troop Leading Procedures (TLPs)  TLPs are a dynamic process used by small-unit leaders to analyze a mission, develop a plan, and prepare for an operation. The process enables leaders to maximize the use of available planning time while developing effective plans and preparing their units for an operation. TLPs consist of a series of eight steps. The sequence of the steps of TLPs is not rigid. Some steps such as Supervise and Refine take place throughout mission preparation while Initiate Necessary Movement (prior to plan completion) may not be conducted at all. Leaders modify the process as time and situation dictate.

   Step 1 – Receive the Mission.
   Step 2 – Issue a Warning Order (WARNO).
   Step 3 – Make a Tentative Plan.
   Step 4 – Initiate “necessary” Movement.
   Step 5 – Conduct Reconnaissance.
   Step 6 – Complete the Plan.
   Step 7 – Issue the Order (OPORD).
   Step 8 – Supervise and Refine.

Military Orders  An order is a communication, written, oral, or by signal, which conveys instructions from a superior to a subordinate. There are three types of orders; the Warning Order (WARNO), the Operations Order (OPORD) and the Fragmentary Order (FRAGO).

The Warning Order (WARNO)  Senior leaders issue an oral WARNO immediately following notification of a pending operation (TLP Step #1 Receive the Mission) from their higher headquarters. The WARNO provides subordinate leaders the opportunity to begin their own planning (parallel planning) and mission preparation while senior leaders develop their operation order (TLP Step # 3-6). The WARNO format is not rigid but generally follows the 5 paragraph OPORD format. The WARNO addresses the following elements of information:

   • Task Organization (TO)
   • Enemy Situation *
   • Mission “or” the Nature of Operation
   • Tentative Time Line: Time for OPORD “and” time the operation will begin
   • *(Time specified to cross Line of Departure (LD), depart Assembly Area (AA) or a Patrol Base (PB))
   • Location & Who Attends OPORD
   • Rehearsal Guidance - for completion “prior to” the OPORD
   • Task not Covered by unit SOP – for completion “prior to” the OPORD”
   • Code Words (*Challenge & Password, Running Password, and Number Combination) *

* Not required by doctrine but highly recommended

The Operations Order (OPORD)  The OPORD provides a clear and concise explanation the unit’s mission, the commander’s intent and concept of how subordinate units accomplish the mission. The OPORD must not contain unnecessary information that could obscure what is essential and important. Senior leaders must ensure that subordinate leaders know exactly what must be done, when it must be done, and how the unit must work together to accomplish the mission and achieve the commander’s intent.
The five paragraph OPORD format provides leaders the ability to paint a complete picture of all aspects of the operation with respect to terrain, weather, enemy forces, friendly units, the unit’s mission, execution, sustainment, command and control.

The following is an example of a generic five paragraph OPORD and primary subparagraphs. A more in-depth example of the OPORD is located at the following Cowboy Battalion web page URL under Operation Order Example: http://rotc.okstate.edu/cadet-portal/field-manuals.

1. **Situation**
   a. Area of Operation (Terrain & Weather)
   b. Enemy Forces
   c. Friendly Forces
   d. Civil Considerations
   e. Attachments and detachments

2. **Mission**

3. **Execution**
   a. Concept of the Operation
   b. Scheme of Maneuver
   c. Fires
   d. Task to Subordinate Units
   e. Coordinating Instructions

4. **Sustainment**
   a. Support Concept
   b. Materials and Services
   c. Health Service Support
   d. Personnel

5. **Command and Signal**
   a. Command
   b. Control
   c. Signal

**Fragmentary Order (FRAGO)** The FRAGO is an abbreviated form of an operation order issued as needed after an operation order to “change or modify” the order.

- FRAGOs include all five OPORD paragraph headings and differ from OPORDs only in the degree of detail provided. After each paragraph heading, it provides either new information or states “no change.”

- FRAGOs provide brief and specific instructions.

- FRAGOs address only those parts of the original OPORD that have changed.

- FRAGOs may be issued as overlay orders.
Leaders verbally issue the order using the standard five-paragraph outline. When giving a verbal briefing, the briefer discusses only the items in the order that have changed from an original order.

Note: A new OPORD must be issued when the situation changes completely or significant changes to the original order make it ineffective.

The After Action Review (AAR) The AAR is an integral leader led component of any administrative or tactical training event. The following generic comments apply to all AARS.

- Are conducted during or immediately after each event.
- Focus on intended training objectives.
- Focus on Soldier, leader, and unit performance.
- Involve all participants in the discussion.
- Use open-ended questions.
- Are related to specific standards.
- Determine strengths and weaknesses.
- Link performance to subsequent training.

Additional information on the AAR is located at the following Cowboy Battalion web page URL under AAR Example: http://rotc.okstate.edu/cadet-portal/field-manuals.
CADET REFERENCES

Branches of the Army  Each Army officer is assigned to one of the Army’s branches. Each cadet requests assignment to a branch of preference. Every effort is made to assign new officers to a branch of choice. Branches are listed by operational category. Additional information on each branch is located at the Army’s official web site: www.goarmy.com/

MANEUVER, FIRES & EFFECTS

AIR DEFENSE ARTILLERY
The defense of the third dimension of the modern battlefield—the airspace above is the mission of Air Defense Artillery. Officers in this branch employ the sophisticated radar, missile, and gun systems that protect our ground forces from the hostile action of enemy aircraft.

ARMOR
Commanding the finest tanks and related mechanized equipment in the world, the Armor Officer controls some of the most lethal assets on the modern battlefield.

AVIATION
Commanding the diverse aviation assets of the Army—both fixed-wing and rotary (helicopters)—are officers of the Aviation Branch. After extensive and demanding flight training, officers in this branch pilot the combat and support aviation assets which ensure the fighting agility of our forces.

CORPS OF ENGINEERS
The peacetime mission of the Corps of Engineers includes construction of military office buildings and barracks and such environmental and ecological projects as dams, bridges, and harbors. During combat operations, engineers construct obstacles which are used to impede the enemy and clear obstacles implanted by the enemy which hinder the movement of friendly ground forces.

FIELD ARTILLERY
Field Artillery Officers control the devastating arsenal of weapons that bring long-range fire to bear on enemy targets. Officers in this specialty manage the missile and cannon weapons which stand ready to deliver high explosive payloads on enemy targets.
INFANTRY
Commanding the ground forces, which must be ready to destroy enemy forces through close ground combat, is the job of the Infantry Officer. Infantry Officers lead by example and will be found in the thick of any military conflict.

OPERATIONS SUPPORT

CHEMICAL CORPS
The Chemical Corps Officer advises the commander on the best way to counter the chemical, biological, and nuclear hazards which may be encountered by our forces on the battlefield. Officers in this specialty also provide technical expertise on the employment of nuclear and chemical weapons by friendly forces.

MILITARY INTELLIGENCE
The Military Intelligence Officer plans and supervises the collection, analysis, and dissemination of information collected about those military forces that oppose us on the battlefield.

MILITARY POLICE
Military Police Corps Officers are trained in critical aspects of law enforcement such as traffic control, crime prevention, and criminal investigative procedures prior to assuming their duties. Other functions include prevention of sabotage and the supervision of prisoners of war.

SIGNAL CORPS
Signal Corps Officers are vital members of the Combined Arms Team. Advise Commanders on the employment of cable, switching, radio and satellite communications. If you cannot communicate, you cannot shoot and move. Keeping the Army in touch with the Army is a demanding and challenging job.

FORCE SUSTAINMENT

ADJUTANT GENERALS CORPS
In many ways, the Adjutant Generals Corps runs the Army. Adjutant General’s Corps Officers administer the Army’s post office, archives publications and even the Army’s Band. The Adjutant General’s Corps directs personnel management systems that impact unit readiness, morale and Soldier career satisfaction.
MILITARY FINANCE CORPS
Finance Officers entering the Finance Corps learn all aspects of military and civilian pay operations. These include disbursement of public funds, payment of travel and transportation allowances, processing commercial transactions, and other related payment activities.

ORDNANCE CORPS
Maintaining and servicing the complex arsenal of weapons in the Army inventory is the job of the Ordnance Corps. To accomplish this mission, Ordnance Corps Officers must be skilled at handling equipment, munitions, and most importantly, be able to lead the civilian technicians and Soldiers assigned to these units.

QUARTERMASTER CORPS
Officers choosing the Quartermaster Corps receive extensive training in supply operations. Armed with the latest data processing equipment, quartermaster officers ensure that the immense quantities of equipment required to support a modern Army is available worldwide as needed.

TRANSPORTATION CORPS
Moving equipment, Soldiers, and supplies throughout the world effectively and efficiently is the job of the Transportation Corps. Using wheeled vehicles, aircraft, and watercraft. Officers in this specialty accomplish such tasks as traffic management, the movement of personal property, and the management of military supports.

SPECIAL BRANCHES

CHAPLAINS CORPS
Army Chaplains provide religious services and counseling, morale enhancement and other support to Soldiers and Family members in the field and in garrison.

JUDGE ADVOCATE GENERAL’S CORPS (JAG)
This branch provides legal services to Soldiers and serves as prosecutors and defense attorneys for criminal trial.
MEDICAL CORPS
The component of the Army Medical Department that sets physical standards and provides physician services for Army personnel and their dependents.

MEDICAL SERVICE CORPS
The component of the Army Medical Department that provides scientists and specialists in areas allied with medicine, and technicians in the area of administration, supply, environmental sciences, and engineering related to the provision of medical services. Opportunities in the Medical Service Corps include working in the specialties of optometry, podiatry, and pharmacy as well as medical supply and administration.

ARMY NURSE CORPS
Army Nurse Corps Officers practice nursing at its best throughout a wide varied clinical spectrum. Nurse Corps Officers receive opportunities to advance their careers with new clinical experiences and progressive educational programs. Army Nursing duplicated in civilian nursing.

ARMY VETERINARY CORPS BRANCH
Army Veterinary Corps Officers are engaged in biomedical and subsistence research and development. Veterinarians could give complete medical and surgical care to government dogs, drug- and explosive-detection dogs, laboratory animals and ceremonial horses. Army Veterinarians also provide worldwide support for Air Force, Navy and Marine units. Army Veterinary Medicine is designed to help you to reach your highest personally and professionally.
Note: An Army Doctrinal Reference Publication (ADRP) is an abridged version of the Army Doctrinal Publication (ADP).
URL References

The Army Publication Web Site:  http://armypubs.army.mil/
AKO Web site access required for access to this link

- Army Forms: Army forms commonly used by the Cowboy battalion are located at the following Cowboy battalion web page URL:  http://rotc.okstate.edu/cadet-portal/forms.

The Cadet Command Web Site:  https://rotcblackboard.com
ROTC Instructors must provide cadet access to this link

The Army Web Site (Branch Information):  www.goarmy.com/

Physical Readiness Training (PRT) Warm-Up:
www.youtube.com/watch?v=s6HlWmhyHy4

PRT Cool Down:  http://www.youtube.com/watch?feature=player_detailpage&v=Fm9-IRXBxGY

APFT Standards:
http://www.youtube.com/watch?feature=player_detailpage&v=pi_3cN8eiq

Army Body Fat Calculator:
http://www.calculator.net/army-body-fat-calculator.html

How to Assemble a MOLLE Pack:
http://www.youtube.com/watch?v=2WQwG-UwYTA&list=PL406A0F438F952408&index=1

Battalion Social Media Sites

The Cowboy Battalion Web Site:  http://rotc.okstate.edu/

The Cowboy Battalion Face Book:
https://www.facebook.com/pages/Oklahoma-State-University-Army-ROTC/150477178333299

The Cowboy Alumni Chapter (LinkedIn) Web Site:  http://www.linkedin.com/pub/oklahoma-state-university-army-rotc-alumni-chapter/32/a24/94a
CONTACT NUMBERS

- **EMERGENCY: 911** Cadets are directed to “immediately” call 911 for any emergency related to the loss of life, limb, eye sight or sexual assault.

- **Cowboy Battalion Sober Driver Program.** The Cowboy battalions sober driver program is designed to provide “any cadet” a safe, non-retribution alternative to driving while under the influence of alcohol. Designated cadet volunteer drivers are on call 24hrs daily to provide this very necessary and potentially live saving service. Contact your cadet Chain of Command for the current Sober Driver Hotline telephone number. Please do not hesitate to use this valuable tool!

**On – Campus Services**

- OSU Police Non-Emergency 744-6523 or 744-6311
- Crime Stoppers (Tip Line) 744-8477
- University Health Services 744-7665
- University Counseling Services 744-5472
- Psychological Services Center 744-5975
- Student Conduct Office 744-5470

**Stillwater Community Services**

- Stillwater Police Non-Emergency 372-4171
- Payne County Sheriff’s Department 372-4522
- Rape & Domestic Violence 24-Hour Crisis Line 624-3020
- Stillwater Medical Center (Hospital) 372-1480
- Reach-Out Hotline 1-800-522-9054

**ROTC Staff**

- Main Office 744-1775
- Recruiting Office 744-2055
- Human Resource Assistant (HRA) 744-1975