



DEPARTMENT OF THE ARMY  
 UNITED STATES ARMY ROTC BATTALION  
 MCDANIEL COLLEGE  
 WESTMINSTER, MARYLAND 21157-4390



ATOA-DMD-WM

1 September 2007

MEMORANDUM FOR ALL MEMBERS OF THE GREEN TERROR BATTALION

SUBJECT: Physical Fitness Training

1. All physical training will be conducted in accordance with FM 21-20 (Physical Fitness Training). Any deviation from FM 21-20 must first be cleared through the training officer or training NCO. Physical training will be led and conducted, as much as possible, by cadets in accordance with guidance from the training officer or NCO and FM 21-20.
2. The battalion conducts physical fitness training (PT) three days each week at 0630: Monday, Wednesday, and Friday.
  - MS I contracted cadets attend PT only on Wednesdays. MS I cadets that fail the diagnostic APFT will attend physical training three days each week: Monday, Wednesday and Friday.
  - MS II contracted cadets will attend on Mondays and Wednesdays. MS II cadets that fail the diagnostic APFT will attend physical training three days each week, plus enhancement PT on Tuesdays and Thursdays at 0630.
  - MS III and MS IV cadets will attend PT on Mondays, Wednesdays, and Fridays. MS III and MS IV cadets that fail to pass the diagnostic APFT will attend all three days of scheduled PT, plus enhancement PT on Tuesday and Thursday at 0630.
3. Expected Performance Levels. Cadre and cadets should strive for excellence on the APFT. Performance levels are not goals, but scores that each individual should attain. Cadets who achieve scores at or above expected performance levels are excused from regularly scheduled PT, but will be required to validate APFT scores each month. The expected performance levels by class are:


<u>CLASS</u>	<u>FALL</u>	<u>SPRING</u>
MS-I	180 (60 pts/event)	210 (70 pts/event)
MS-II	225 (75 pts/event)	225 (75 pts/event)
MS-III	240 (80 pts/event)	270 (90 pts/event)
MS-IV	270 (90 pts/event)	270 (90 pts/event)

4. PT will be planned and executed by a MS-III cadet. An MS-IV cadet will observe and mentor the MS-III. The schedule for conducting PT and providing feedback is listed on the Quarterly Training Schedule posted on the Cadet Bulletin Board. Cadre will conduct enhancement PT two days each week. All contracted cadets who do not achieve the above performance levels are required to attend scheduled PT sessions and APFTs unless excused. Contracted cadets that do not pass the APFT must attend enhancement PT on Tuesday\Thursday. Cadets attending enhancement PT must pass two consecutive APFTs before being exempt.

AOTA-DMD-WM

SUBJECT: Physical Fitness Training

5. All contracted cadets and cadre are required to take part in physical fitness training during the school year. Absences are handled on a case-by-case basis with the class advisor. Cadets wishing to be excused will submit a request in writing to their advisors, who will determine if the cadet's request is approved and will file the request in the cadet's counseling file.
6. IAW in Army Regulation 350-1 and Cadet Command Regulation 145-3 all cadets will take a record APFT each semester. The training officer will schedule dates for the cadet APFT and insure that they are annotated on the Master Training Schedule. As per command guidance, cadre are required to take the APFT in the months of October and April. The Training NCO will maintain the results of all APFTs. Cadets will take a diagnostic APFT each month throughout the semester.
7. At the end of each semester, the company with the highest overall average on the APFT will receive the APFT Streamer.
8. The battalion will conduct a unit run at least once a semester. The Training Officer will schedule tentative dates for these events prior to the start of each quarter/semester. Each run should be scheduled on or around a date of significance normally commemorating a person or event. These runs will consist of the run itself and a brief presentation involving the celebrated person or event. The Cadet S-3 is responsible for the planning and execution of these events.
9. The Battalion will conduct drown proofing during each spring semester. The PMS encourages all cadets who are weak swimmers to enroll in a swimming instruction course.
10. PT is not harassment. It is training for health and fitness and has a direct impact on your future in the U.S. Army. Obtaining excellence in the areas of endurance, muscular strength, flexibility, and proper body mass will take you a long way towards becoming an outstanding leader. It will also make your life much more enjoyable. Put your heart and soul into meeting these objectives. GO FOR IT!

  
WILLIAM S. SCHUMAKER  
LTC, SC  
Commanding

Cadet Signatruue: \_\_\_\_\_ Date: \_\_\_\_\_



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ATOA-DMD-MC

1 September 2007

MEMORANDUM FOR All Members of the Green Terror Battalion

SUBJECT: Battalion Safety Program

1. PURPOSE: To outline policy and procedures for the conduct of the Battalion Safety Program.

2. GENERAL: The Battalion Safety Officer has oversight of the safety program. However, safety is both a command and individual responsibility. As such, all members will strive to meet the following goals:

- a. Provide a safe and healthy training environment
- b. Suffer no loss of life or serious (disabling) injuries.
- c. Reduce manpower and monetary losses that result from improper training and inadequate preparation.

3. SAFETY PROGRAM: The safety program consists of three major elements;

- a. Safety SOP
- b. Risk Assessment Management Program
- c. Work Area Safety Inspection

4. SAFETY PRECAUTIONS: The above stated elements are not intended to be all inclusive of every possible situation concerning safety. Safety is everyone's responsibility. In practice, unit personnel must take all practical safety precautions prior to any training or movements.

  
WILLIAM S. SCHUMAKER  
LTC, SC  
Commanding

Cadet Signatruer: \_\_\_\_\_ Date: \_\_\_\_\_



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ATOA-DMD-MD

1 September 2007

MEMORANDUM FOR All Contracted Cadets

SUBJECT: U.S. Army Tattoo Policy

1. References:

a. Message dated 31 Dec 98, Department of the Army, DAPE-HR-PR, Administrative Guidance to Army Tattoo Policy

b. Message dated 7 Aug 98, Department of the Army, DAPE-HR-PR, Wear and Appearance of Army Uniforms and Insignia

2. All cadets enrolled in the McDaniel College Army ROTC must be in compliance with the Department of the Army tattoo policy prior to contracting. Contracted cadets must remain in compliance with this policy.

3. Army policy prohibits tattoos or brands that are visible on the necks, face or head. Tattoos or brands on other areas of the body that are prejudicial to good order and discipline are also prohibited. Additionally, any type of tattoo or brand that is visible while wearing a Class A uniform **and** detracts from a soldierly appearance is prohibited. You are not authorized to cover tattoos or brands in an attempt to be in compliance with Army policy.

4. Examples of the types of tattoos or brands that may be in violation of Army policy are those that:

a. Show an alliance with extremist's organizations.

b. Are indecent (i.e., those which are grossly offensive to modesty, decency, or propriety; shock the moral sense because of their vulgar, filthy or disgusting nature; tend to incite lustful thought; or tend reasonably to corrupt morals or incite libidinous thoughts).

c. Are unreasonably large or excessive in number, i.e., a series of tattoos that cover the majority of one or more limbs.

5. Under most circumstances, small inconspicuous or inoffensive tattoos or brands on areas of the body other than the face, neck, hand or head (i.e., covered area) are not prohibited.

WILLIAM S. SCUMAKER  
LTC, SC  
Commanding

I have read and understand the U.S. Army policy on tattoos. I understand that I must be in and remain in compliance with this policy.

\_\_\_\_\_  
Cadet Signature and Date



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ATOA-DMD-MC

1 September 2007

MEMORANDUM FOR All Members of the Green Terror Battalion

SUBJECT: Open Door Policy

1. I am available to meet with anyone in the Green Terror Battalion at any time through the open door policy. Personnel availing themselves of this open door policy will do so without fear of reprisal or any adverse action when expressing their concerns.
2. It is my sincere desire to maintain a high state of morale and esprit among the members of the Green Terror Battalion and that means helping people with problems. I also see it as my responsibility to ensure that the chain of command and technical channels are utilized to the maximum extent possible in the resolution of problems.
3. If your chain of command has not addressed your concerns or cannot address them based on mitigating circumstances, please come and talk with me.

WILLIAM S. SCHUMAKER  
LTC, SC  
Commanding

Cadet Signatruue: \_\_\_\_\_ Date: \_\_\_\_\_



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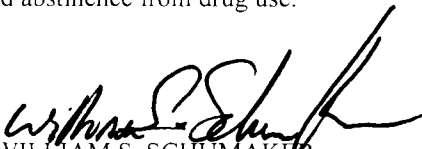
ATOA-DMD-MD

1 May 2008

MEMORANDUM FOR All Members of the Green Terror Battalion

SUBJECT: Alcohol & Drug Abuse Prevention & Control Program SOP

1. Reference: AR 600-85, Alcohol and Drug Abuse Prevention and Control Program, dated October 1988.
2. Purpose: To establish procedures for the Green Terror Battalion in alcohol and drug abuse prevention and control.
3. Responsibilities: The Professor of Military Science has overall responsibility for the execution of this program.
4. Testing:
  - a. All urinalysis testing will occur at the annual Advanced Camp, in accordance with camp directives. In the event the commander has probable cause to suspect a cadre member or contracted cadet of illicit drug use, the commander will refer the suspected offended to Fort Meade Alcohol and Drug Abuse Prevention and Control Office for testing.
  - b. In the event the commander has probable cause to suspect a cadre or contracted cadet of improper alcohol use or abuse, the commander will contact Campus Security or Fort Meade for assistance in rendering a blood alcohol content test as appropriate.
5. Prevention:
  - a. The battalion staff and cadet chain of command will support and take part in, as available, campus and community programs to prevent the abuse of alcohol and drugs. These programs include but are not limited to:
    - (1) OCTAA: On Campus Talking About Alcohol program; a faculty and student-run program designed to bring to the forefront the dangers of alcohol abuse. This program is introduced to the first year students during the annual freshman orientation.
    - (2) BACCHUS: A student-run organization whose purpose is to promote the habits of responsible drinking. Together with other organization, BACCHUS provides educational awareness as well as direct alternatives to alcohol at campus activities.
  - b. The battalion staff and cadet chain of command will provide safety briefings at appropriate times to reinforce the behaviors of responsible and safe use of alcohol and abstinence from drug use.

  
WILLIAM S. SCHUMAKER  
LTC, SC  
Commanding

Cadet Signatruer: \_\_\_\_\_ Date: \_\_\_\_\_



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ATOA-HHC

1 May 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Opportunity Policy Memorandum

1. I want to state my personal commitment and support for this command's Equal Opportunity program. It is based on a policy of fair and equal treatment without regard to race, color, religion, nationality, or gender. It is my responsibility to ensure that every member assigned the Headquarters, First Region (ROTC) is afforded fair treatment based on dignity and respect.
2. Personnel are encouraged to use the command's EO complaint process and report all violations to their chain of command. Should anyone feel uncomfortable about filing a complaint with their chain, there are alternate channels to include the unit EO Advisor. If anyone feels that his or her grievance is not receiving adequate attention, my door is open.
3. The unit EO Advisor is my consultant on all EO matters. Her name, location, and phone number are posted on the bulletin board.

  
WILLIAM S. SCHUMAKER  
LTC, Sc  
Commanding

DISTRIBUTION:  
All HQs  
ROTC Personnel



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ATOA-DMD-MC

1 September 2007

MEMORANDUM FOR GREEN TERROR CADRE

SUBJECT: Policy Memorandum Equal Opportunity (EO) Complaint Procedures

1. It is the right of every Soldier, Cadet, family member, and civilian employee to present a complaint without fear of intimidation, reprisal, or harassment. They have a right to communicate with the chain of command; however, resolving complaints at the lowest level is strongly encouraged.
2. Informal complaints are those that the alleged victim does not wish to file in writing. They are not subject to specific timelines, but timely resolution is essential to good order and discipline. Although not guaranteed, the chain of command may maintain confidentiality of the complainant.
3. Formal complaints are those that the alleged victim wishes to file in writing. Complainants have 60 calendar days from the time of an alleged incident to file a formal complaint. Interim Change 4 to AR 600-20, paragraph 6-8 outlines procedures for processing formal complaints.
4. Staff agencies available to assist the command with equal opportunity or related issues reside at the Brigade and Region Commands.
5. Violators of Army policies on equal opportunity are subject to prosecution IAW the Uniform Code of Military Justice.
6. A copy of this policy memorandum on their official bulletin board.

  
WILLIAM S. SCHUMAKER  
LTC, SC  
Commanding