



Civilian Newcomer's Guide

Fort Knox, Kentucky

STRENGTH STARTS HERE!

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Welcome and Introduction

Welcome to Fort Knox, a multi-functional U.S. Army installation. Located just 35 miles from Louisville, Fort Knox encompasses 109,000 acres in three Kentucky counties. Fort Knox has a daytime population of over 40,000 Soldiers, family members and civilian employees.

The purpose of this handbook is to acquaint you with working life on an Army Installation in general, and with Fort Knox specifically.

Civilians have been an integral part of the U.S. Army since the Revolutionary War. In 1776 the Board of War and Ordnance was established with the responsibility of equipping and dispatching troops, maintaining personnel records and disbursing funds. Five members of the Continental Congress, several clerks and a paid secretary – Richard Peters, the first Army Civilian – comprised the Board. Subsequently, the Continental Army hired Civilians for driving, crafts, carpentry, and laborer jobs.

Today, Civilians have skills that are crucial to the support of military operations and provide a full complement to the military's occupational specialties.

Units and activities at Fort Knox are responsible for the career management of all Soldiers, from swearing in to their departing service. Its units include U.S. Army Accessions Command (scheduled for inactivation in 2012), U.S. Army Human Resources Command (HRC), U.S. Army Recruiting Command (USAREC) and U.S. Army Cadet Command (USACC). Fort Knox units are considered "Partners in Excellence," and they are included in the "Fort Knox Units" section of this handbook.

Whether you are a Department of the Army Civilian employee, government contractor, or other civilian employee working on Fort Knox, your efforts and contributions are critical to the mission success of Fort Knox. Civilian employees serve a vital role in supporting the Army mission. You provide the skills that are not readily available in the military, but crucial to the support of military operations. The Army integrates the talents and skills of its military and civilian members to form a Total Army.

While you have the skills and attributes necessary for employment, you may not be familiar with the military environment on the installation. This handbook will provide you with some guidelines on the differences between working on the installation and working in a civilian environment. Whether you are just beginning your federal employment or have moved from another federal agency or location, the material presented here will assist you in becoming an integral part of the Fort Knox community.

This handbook is intended only as a guide. For more information on Fort Knox policies, visit the Fort Knox web site at <http://www.knox.army.mil>, discuss questions with your supervisor, or contact the appropriate office on the installation.

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Brief History of the Army and Fort Knox

The first Continental Congress established the United States Army on 14 June 1775, when delegates voted to raise ten companies of expert riflemen. This number quickly grew as General George Washington enlisted and commanded militiamen in New York and New England. From the beginning and over time, this army's intent was and continues to be to defend American liberty.

Since that time, Soldiers and units of the U.S. Army have served valiantly in every armed conflict in which the United States has been involved, as well in countless humanitarian campaigns. Throughout this history, civilians have played a vital role in supporting Soldiers and the Army.

Fort Knox began as Camp Knox in 1918, when the U.S Government leased approximately 40,000 acres for artillery training. The surrounding area had served as a training area for Cavalry units prior to that. The post is named to honor Henry Knox, Chief of Artillery of the Continental Army during the Revolutionary War and the first Secretary of War for the United States. In 1931, a small force of the mechanized cavalry was assigned to Camp Knox to use it as a training site. The camp was turned into a permanent garrison in January 1932 and renamed Fort Knox. The 1st Cavalry Regiment arrived later in the month to become the 1st Cavalry Regiment (Mechanized). Fort Knox was the home of the Army's Armor and Cavalry training and doctrine from then until 2011, when BRAC 2005 caused the U.S. Army Armor Center and School to join the Infantry Center and School at Fort Benning, Georgia to form the Maneuver Center of Excellence.

Fort Knox continues its proud tradition of service in defense of the nation. Its 109,000 acres house HRC, USACC, USAREC, and additional units and serve as training area for numerous Active and Reserve Component units.

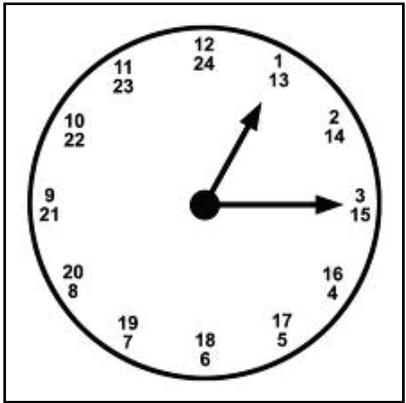
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Military Time

All US armed forces use a 24-hour clock, rather than the traditional American 12-hour AM/PM system. Although the 24-hour system is really quite simple, many people have trouble adjusting to its use. This section provides some simple rules for use of the 24-hour system.

Using the 24-hour clock, you tell time by using the numbers 1 to 24 for the 24 hours in a day. A day begins at one minute after midnight and ends at midnight the same day. For example, you write eight minutes after midnight (12:08 AM) in military time as “0008.” Thirty-three minutes after two o’clock in the afternoon (2:33 PM) is “1433.” Sometimes, we say or write the word “hours” after the time, such as “0830 hours.” If a letter follows the time, it designates the time zone, based on Greenwich Mean Time (GMT), which is Zulu (Z) time. Fort Knox is in Romeo (R) time.



Military/Civilian clock

CIVILIAN TIME	MILITARY TIME	CIVILIAN TIME	MILITARY TIME
12:01 AM	0001	5:00 PM	1700 (Seventeen hundred)
5:00 AM	0500	10:00 PM	2200
10:00 AM	1000 (Ten hundred)	11:30 PM	2330
12:00 PM (Noon)	1200	12:00 AM (Midnight)	0000

Examples of Civilian/Military time conversion.

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In-Processing

Security Clearances

Depending on your organization and position, you may need a security clearance completed prior to you beginning work. Check with your supervisor or organizational security officer to ensure you have met all security clearance requirements. If your position does require a clearance, someone within the organization will brief you on proper procedures for handling classified information.

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Identification (ID) Card/Common Access Card (CAC)

Working on Fort Knox or any military installation requires proper identification. Usually, that ID is a CAC. You will receive instructions and necessary forms for obtaining your CAC during in-processing through CPAC or in your unit/activity. The ID Card/CAC Office is located in One-Stop cvbuilding 1384. You will need to have an Army Knowledge Online (AKO) account established prior to getting your CAC.

NOTE: All personnel over 21 years of age must provide two forms of ID, one of which must include the individual's birth date, when applying for a CAC or ID card. For accepted forms of ID, see the web site: http://www.knox.army.mil/garrison/dhr/ag/mpd/psb/id_deers.asp

This site also lists all required documentation.

For more information on in-processing as a Department of the Army Civilian employee, see CPAC's in-processing briefing at: http://www.knox.army.mil/partners/cpac/new_emp.asp

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Command Requirements

Depending on your command, you may have in-processing tasks other than those mentioned here. Check with your supervisor to ensure you complete all requirements.

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Registering Vehicles and Driving on the Installation

Fort Knox is a closed [military post](#). This means that all vehicles entering through the gates must have passes or a DOD window decal. Your first visit to Fort Knox must include a stop at the Welcome Center [located](#) at Chaffee Gate to obtain a temporary pass. Personnel within the Welcome Center will inform you of proper use of the pass. To receive this pass, you will need these items:

- Valid driver's license.
- Valid government issued picture ID, if no picture on driver's license.
- Valid vehicle registration.
- Proof of insurance on the vehicle.

If you work on the installation, you will need to register your vehicle(s) on post and obtain a registration decal for your vehicle(s). You may do this at the Welcome Center or at the Vehicle Registration Office in the One-Stop Processing Center in building 1384. To obtain your registration, you will need the items listed above and your CAC [issued](#) during employment [at](#)/processing, or your military retiree ID, if applicable. Fort Knox Regulation 190-5, available through the Fort Knox web site, governs vehicle operations on [the](#) [installation](#).

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Installation Traffic Violations

Driving on the installation is slightly different from driving in the surrounding civilian community. While most civilian law enforcement agencies may allow a 10-15 mph margin on speed limits, adherence to speed limits on a military installation is much stricter. Generally, 25 mph means 25 mph – not 35. Obey speed limits, especially in school zones, housing areas, and around troop formations!

Keep in mind that receiving a speeding ticket on [the](#) [installation](#) requires you to appear before a federal magistrate, not a local judge. Fines and other consequences of speeding are expensive.

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Noise

Fort Knox prohibits excessive noise from vehicles, regardless of the source. Music, noise, or vibrations emanating from any motor vehicle that is detected from a distance of 10 feet with the window closed and 30 or more feet with the window open is considered excessive.

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Yielding to Pedestrians in Crosswalks

Pedestrians on Fort Knox have the right-of-way, especially at designated crossings. Always yield to pedestrians crossing streets. Come to a complete stop and allow them to cross before proceeding.

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Passing Formations of Soldiers

The speed limit for passing formations on roadways on Fort Knox is 10 mph. If you find yourself stuck behind a formation, allow plenty of room between the formation and your vehicle and match the formation's speed. If passing a formation in the opposite direction, slow to 10 mph until completely past the end of the formation. See Fort Knox Regulation 385-10 for more information.

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Cell Phone Use in Automobiles

Do not use your cell phone while driving without the use of a hands-free device. Post policies and regulations prohibit such use.

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Motorcycle Operation on a Military Installation

You also must register motorcycles on g'pucm v'p if you intend to operate them. If you are a DA Civilian or active duty Soldier, to register your motorcycle you will need the same documents as required for other vehicles, plus proof of successful completion of an Army-approved or Motorcycle Safety Foundation (MSF) approved Motorcycle Safety Course. No MSF card is required for contractors and family members. Additionally, the regulation outlines specific requirements for operating motorcycles on the installation, including:

- Wearing a DOT approved helmet, properly fastened under the chin.
- Shatter resistant goggles, full-face shield properly attached to the helmet, or wrap-around sunglasses.
- Full-fingered gloves.
- Long trousers and long-sleeve shirt or jacket.
- Over-the-ankle boots.
- Brightly colored upper outer garment or vest during daylight hours.
- Reflective upper outer garment during darkness.
- Motorcycle must have attached rearview mirror and headlights on at all times.

See Fort Knox Regulation 385-10 for a more detailed description of motorcycle operation requirements.

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US Flag Etiquette/Customs and Courtesies

The flag of the United States is the symbol of our nation. The union, white stars on a field of blue, is the honor point of the flag. The union of the flag and the flag itself, when in company with other flags, are always given the honor position, which is on the right. Some rules for honoring the flag follow.

The flag of the United States is outdoors at all Army installations. Only one flag of the United States is flown at one time at any continental United States (CONUS) Army Installation, except as authorized by the commanding generals of major Army commands.

The flag is displayed daily from reveille to retreat. If illuminated, it may be displayed at night during special events or on special occasions deemed appropriate by the commander. (NOTE: During times of war, the flag is displayed 24 hours a day and illuminated at night.)

When you are passing or being passed by colors which are being presented, paraded, or displayed, rise and place your hand over your heart when the colors are six paces from you. Remain in this position until the colors are six paces beyond you.

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Bugle Calls and What to Do When You Hear Them

Any time you hear our National Anthem, you should stand, face the flag, and place your hand over your heart until the last note fades. If no flag is in sight, face the source of the music and do the same. This usually occurs at special ceremonies.

When the flag is raised in the morning or lowered in the evening, you should stand at attention on the first note of “Reveille” or “To the Colors.” (“Colors” refer to the flag of the United States, and can include the unit flag.) If wearing a hat, you should remove it. Place your hand or hat over your heart. At the conclusion of the ceremony or music, resume your regular duties.

If you are a military retiree, you may render the hand salute instead of placing your hand over your heart.

Whenever “Reveille” is played, and you are not in formation and not in a vehicle, come to attention at the first note, face the flag, and place your hand over your heart. If no flag is near,

face the music. These honors also apply to the national anthems of foreign countries during ceremonies or parades.

You will hear “Retreat,” followed by “To the Colors,” at the end of the duty day (1700 hours). Upon hearing “Retreat,” stand and face the flag. If wearing a hat, remove it. Upon hearing “To the Colors” or the National Anthem, place your hand or hat over your heart until the last note fades. Retired military may render the hand salute.

Vehicles in motion should stop. If you are in a car or on a motorcycle, stop and dismount. If you are with a group in a military vehicle or bus, remain in the vehicle. The individual in charge will dismount and salute.

The table below lists all bugle calls sounded on Fort Knox.

BUGLE CALL	DAILY	SAT	SUN	HOLIDAYS
First Call	0550			
* Reveille	0600			
Assembly	0645			
Mess Call	0700			
Sick Call	0745			
Fatigue/Drill Call	0800			
Church Call			0900	
Recall	1200			
Mess Call	1201			
Sick Call	1245			
Fatigue/Drill Call	1300			
First Call	1645	1645	1645	1645
Assembly	1655	1655	1655	1655
* Retreat/Colors	1700	1700		1700
* Retreat/National Anthem			1701	
Recall	1704			
Mess Call	1745			
Tattoo	2100	2100	2100	2100
Call to Quarters	2245	2245	2245	2245
Taps	2300	2300	2300	2300

* NOTE: Pay the proper respect. See paragraphs above.

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Army Rank Structure and Terms of Address

You probably are already aware of the grade structure within the Army's civilian personnel system, but you may not be aware of Army ranks and proper terms of address for personnel in those ranks. This section provides some time-honored traditions for addressing leaders, coworkers, and Soldiers.

For other civilian personnel, you should address them by title and last name until instructed to do otherwise. For example, you should address John Doe, who is a senior civilian manager, as "Mr. Doe" unless he tells you to call him "John." Similarly, if you are a manager and address your subordinates by their first names, it is customary to allow them to address you by your first name. It is quite common among Army civilians to use first names, regardless of position, but senior personnel should always initiate this practice.

For military personnel, terms of address are more formal. Unless told otherwise, and always in public, military personnel should be addressed by their rank and last name. The tables below show proper terms of address for Army ranks. Generally, when speaking directly to an officer, it is customary to refer to him or her simply as "Sir" or "Ma'am," rather than by rank and last name. You should avoid addressing the officer or any Soldier just by rank (e.g., "Colonel," "Lieutenant," or "Sergeant"), as this is often considered rude. When in doubt, use the terms of address shown in the table in conjunction with the last name.

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Recognizing Rank Insignia

The following charts show the Army's ranks and the rank insignia as worn on the Army Combat Uniform (ACU), as you will see this uniform most often on Fort Knox. All Soldiers wear subdued rank insignia on a tab in the middle of the chest of the ACU and officers wear non-subdued rank insignia on the beret flash, as well.

Note that Noncommissioned Officers (NCO) are also enlisted personnel, but have attained supervisory status and are thus afforded appropriate respect.

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Army Ranks and Terms of Address

General Officers

<p>Rank: General Pay grade: O-10 Title of address: General Abbreviation: GEN</p>		<p>Rank: Major General Pay grade: O-8 Title of address: General Abbreviation: MG</p>	
<p>Rank: Lieutenant General Pay grade: O-9 Title of address: General Abbreviation: LTG</p>		<p>Rank: Brigadier General Pay grade: O-7 Title of address: General Abbreviation: BG</p>	

Field Grade Officers

<p>Rank: Colonel Pay grade: O-6 Title of address: Colonel Abbreviation: COL</p>		<p>Rank: Major Pay grade: O-4 Title of address: Major Abbreviation: MAJ</p>	
<p>Rank: Lieutenant Colonel Pay grade: O-5 Title of address: Colonel Abbreviation: LTC</p>			

Company Grade Officers

<p>Rank: Captain Pay grade: O-3 Title of address: Captain Abbreviation: CPT</p>		<p>Rank: Second Lieutenant Pay grade: O-1 Title of address: Lieutenant Abbreviation: 2LT</p>	
<p>Rank: First Lieutenant Pay grade: O-2 Title of address: Lieutenant Abbreviation: 1LT</p>			

Warrant Officers

<p>Rank: Chief Warrant Officer, Five Pay grade: W-5 Title of address: Mister (Mrs./Miss/Ms.) Abbreviation: CW5</p>		<p>Rank: Chief Warrant Officer, Two Pay grade: W-2 Title of address: Mister (Mrs./Miss/Ms.) Abbreviation: CW2</p>	
<p>Rank: Chief Warrant Officer, Four Pay grade: W-4 Title of address: Mister (Mrs./Miss/Ms.) Abbreviation: CW4</p>		<p>Rank: Warrant Officer, One Pay grade: W-1 Title of address: Mister (Mrs./Miss/Ms.) Abbreviation: WO1</p>	
<p>Rank: Chief Warrant Officer, Three Pay grade: W-3 Title of address: Mister (Mrs./Miss/Ms.) Abbreviation: CW3</p>			

Noncommissioned Officers (NCO) (Enlisted)

<p>Rank: Sergeant Major of the Army Pay grade: E-9 Title of address: Sergeant Major Abbreviation: SMA (Full color shown.)</p> 	<p>Rank: Sergeant First Class Pay grade: E-7 Title of address: Sergeant Abbreviation: SFC</p> 
<p>Rank: Command Sergeant Major Pay grade: E-9 Title of address: Sergeant Major Abbreviation: CSM</p> 	<p>Rank: Staff Sergeant Pay grade: E-6 Title of address: Sergeant Abbreviation: SSG</p> 
<p>Rank: Sergeant Major Pay grade: E-9 Title of address: Sergeant Major Abbreviation: SGM</p> 	<p>Rank: Sergeant Pay grade: E-5 Title of address: Sergeant Abbreviation: SGT</p> 
<p>Rank: First Sergeant Pay grade: E-8 Title of address: First Sergeant Abbreviation: 1SG</p> 	<p>Rank: Corporal Pay grade: E-4 Title of address: Corporal Abbreviation: CPL</p> 
<p>Rank: Master Sergeant Pay grade: E-8 Title of address: Sergeant Abbreviation: MSG</p> 	

Enlisted

<p>Rank: Specialist Pay grade: E-4 Title of address: Specialist Abbreviation: SPC/SP4</p> 	<p>Rank: Private Pay grade: E-2 Title of address: Private Abbreviation: PV2</p> 
<p>Rank: Private First Class Pay grade: E-3 Title of address: Private/PFC Abbreviation: PFC</p> 	<p>Rank: Private Pay grade: E-1 Title of address: Private Abbreviation: PV1</p>

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The illustration below shows appropriate parts of the ACU uniform, including location of rank insignia.



Paying the Proper Respect

As mentioned above, addressing a Soldier by rank alone is often considered rude. Army tradition also demands other behaviors to show the proper respect. Although civilian employees do not salute, it is customary to render a proper greeting (e.g., “Good morning, sir,” “Hello, ma’am,” “Good afternoon, Sergeant”) when passing another individual – military or civilian – when walking. In this case, it is acceptable to use the rank alone. It is also customary and expected to rise from sitting when a commander or other senior officer enters the room. (The officer usually will direct everyone to take a seat almost immediately.) Whether inside or outside, you should also cease talking when the commander enters or approaches.

The position of honor in the Army is on the right. Consequently, when walking with a senior person, you should walk to his/her left. When entering or exiting a vehicle, the junior ranking person is the first to enter, and the senior in rank is the first to exit.

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Comparing Military Ranks and Civilian Grades

Given the differences in the way military and civilian positions are classified, it is not possible to equate the grades on a one-for-one basis. The table below provides basic guidance on how civilian grades generally relate to military rank. This information is furnished as guidance only, and not policy. From a management perspective, being able to equate military rank to civilian grade may be helpful in some situations.

MILITARY GRADE GROUPS	SENIOR EXECUTIVE SERVICE	GENERAL SCHEDULE/MERIT	FEDERAL WAGE SYSTEM (FWS)
O-7 thru O-10	SES-1 - SES-6		
O-6		GS/GM-15	WS-19, WS-17, WS-16, WS-15, WL-15, WS-14
O-5		GS/GM-13 & 14	WS-14 THRU WS-19; WL-15
O-4		GS-12	
CW5, O-3		GS-10 & 11	WG-15, WG-14, WL-14,
O-2, W-4, W-3		GS-8 & GS-9	WG-13, WL-13,
O-1, W-1, W-2		GS-7, Interns (GS-5)	WS-13, WG-12, WL-11, WS-11, WL-10, WS-10, WL-9, WL-8, WS-8, WL-7, WL-6,
E-7 thru E-9		GS-6	WG-11, WG-10, WG-9,
E-5 and E-6		GS-5	WS-7, WS-6, WS-5, WL-5, WS-4, WL-4, WS-3, WL-3, WS-2, WL-2, WS-1, WL-1
E-4		GS-4	WG-8 THRU WG-1
E-1 thru E-3		GS-1 THRU GS-3	

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Use of Fort Knox Facilities

As a Department of the Army civilian employee or contractor, you have access to the installation. Your CAC ID and vehicle registration allow you to come and go through the gates with relative ease. Your status does not give you access to all facilities on the installation, however.

Generally, facilities operated by Fort Knox's Directorate of Family and Morale, Welfare, and Recreation (DFMWR) are open for use by all Fort Knox personnel, regardless of status. (Please note that locals frequently refer to DFMWR simply as "MWR.")

You may use all outdoor parks, hiking trails, the amphitheater, and entertainment activities such as concerts and performances. You also may participate in educational opportunities available through MWR. Visit the MWR web site at www.knoxmwr.com or pick up a copy of the Fort Knox Family and Morale, Welfare, and Recreation Guidebook, widely distributed around the installation for more information on MWR activities and services.

Many of the facilities on the installation, however, are exclusively for active duty or retired military personnel and their families. You are not authorized to use these facilities unless you are in one of those categories. These include:

- Ireland Army Community Hospital (IACH) and other medical facilities, except in emergencies, occupational health, specific classes, and influenza vaccinations.
- Commissary.
- Post Exchange (PX). Please note that you may use the food court and contracted vendor services, but not Army and Air Force Exchange Service (AAFES) services. You may also enter the PX or commissary with an ID card holder, but you may not purchase goods, except non-alcoholic beverages or individual meals intended for immediate consumption.
- Dental facilities. These serve military personnel only.
- Class Six store (liquor store).
- Shoppettes, except for eating establishments.
- Military dining facilities.
- Installation housing is for military personnel only.

A good rule of thumb is that you may not use the facility/service if employees there ask to see an ID card. Click the link or go to the following web page for a list of all Fort Knox facilities and their authorized users: http://www.knox.army.mil/documents/Acceptable_Use_of_Facilities.pdf.

For help in locating the specific facilities, please use the Fort Knox Community Map located at http://www.knox.army.mil/cie/documents/knox_map_2011.pdf.

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Privately Owned Weapons (POW)

Fort Knox Regulation 210-1 governs the possession and use of privately owned weapons (POW) on the installation. This regulation is available in PDF on the Fort Knox web site. Carrying a concealed weapon on Fort Knox is strictly prohibited. State-issued concealed handgun permits are not valid on Fort Knox. Additionally, Fort Knox Regulation 210-1 prohibits the possession, transportation, and use of specific types of weapons at all times. Consult the regulation for these types of weapons and for additional information on POWs.

As an activity sponsored by DFMWR, French Shooting Club and French Range are open to your use. As a civilian employee or contractor, you must obtain a no-cost membership card for the club before transporting a privately owned weapon onto the installation. After you have obtained your card, you may transport your weapon directly to and from the club by the most direct route for legitimate activities only. You may also hunt on Fort Knox after obtaining a valid state hunting license and a Fort Knox hunting permit.

Personnel transporting firearms onto the installation are required to declare them to access control security guards by stating where the firearm is stowed in the vehicle and the purpose for bringing the firearm on the installation.

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Mass Transit

Fort Knox, in coordination with the Transit Authority of Central Kentucky (TACK), is operating three buses on schedules from Elizabethtown/Pine Valley/Radcliff to Fort Knox and return. These buses are available to Soldiers, government employees, and government contractors working at Fort Knox.

As a Soldier/government employee, you are eligible for free government vouchers (up to \$120/month) that will cover your bus transportation. Contractors are not eligible for these vouchers, but can pay the \$120/month and deduct the monthly expense off their income tax if they itemize.

Park & Ride Bus Schedules:

Route 1 – Departs: Elizabethtown 0545 / Pine Valley 0555 / Radcliff 0610 / Knox 0700
Return: Knox 1600 / Radcliff 1625 / Pine Valley 1650 / Elizabethtown 1700

Route 2 – Departs: Elizabethtown 0615 / Pine Valley 0625 / Radcliff 0700 / Knox 0730
Return: Knox 1630 / Radcliff 1650 / Pine Valley 1705 / Elizabethtown 1715

Route 3 – Departs: Elizabethtown 0645 / Pine Valley 0655 / Radcliff 0710 / Knox 0800
Return: Knox 1700 / Radcliff 1730 / Pine Valley 1750 / Elizabethtown 1800

Park & Ride Locations to park your car:

Elizabethtown – Elizabethtown Christian Academy – Poplar Drive

Pine Valley – Kohl’s Department Store Parking Lot

Radcliff – Orscheln’s (Old Winn-Dixie Store) – Off 31-W and Lincoln Trail

Fort Knox – You will be dropped off and picked up at your building or central points to accommodate the riders. Pick-up points and the bus routes on the installation will be determined based on the riders.

Bus routes may be mixed to accommodate straight 8-hour, 9-hour, and flex work schedules.

Soldiers, government employees, and contractors living in outlying areas can coordinate with a minimum of fellow employees in their area to form van pools provided by TACK. If you are living in the Louisville area, you can join a van pool to Fort Knox. There is no bus service from Louisville to Fort Knox. See the contact information provided below.

You may direct mass transit information/questions to the Installation Mass Transit Coordinator, Phone: (502) 624-6115. The following website is available for Mass Transit Forms to apply for vouchers: <http://asafm.army.mil/offices/ASA/MassTrans.aspx?OfficeCode=1000>

For information on Ticket-to-Ride van pools from the Louisville area, phone (502) 714-5126 or visit their website: <http://www.tickettoride.org>.

TACK Transportation operates the bus service from Elizabethtown/Radcliff areas and van pools from other communities. Phone: (270) 765-2582.

GET ON THE NEXT BUS/VAN POOL!!!

Thank you for your interest in Fort Knox Mass Transportation!

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Authority on the Installation

As a Federal Installation, Fort Knox has its own police force within the Law Enforcement Division (LED) of the Directorate of Emergency Services (DES). Members may be Military Police or Department of Defense (DoD) police officers. Regardless of their status, these individuals have all the authority of any civilian police force. Always obey instructions given by any Fort Knox police officer.

All commissioned officers in the U.S. Army have arrest authority. While such an event is extremely rare, if a commissioned officer arrests you, obey instructions given. That officer should then contact appropriate authorities, such as a Fort Knox police officer, at which time LED/DES will assume responsibility.

Persons accused of violating laws or receiving traffic citations on Fort Knox are subject to prosecution in Federal courts, not the local court system. Federal magistrates preside over these courts.

Note that all persons and vehicles on Fort Knox are subject to search by appropriate authorities. See Fort Knox Regulation 190-5 for more information regarding vehicle searches. All rights granted by the U.S. Constitution apply.

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Emergency Phone Numbers and Procedures

Dial **911** for emergencies requiring police, fire department, or ambulance services.

Consult your supervisor or organization Safety Officer for information on emergency evacuation procedures for the facility in which you work. Check bulletin boards in your work area for evacuation routes, tornado/severe weather shelters, and ensure you are familiar with all organizational safety requirements.

More phone numbers you may need are:

- Military Police assistance for non-emergency situations: (502) 624-2111/2112.
- Installation Operations Center (IOC): (502) 624-2707
- Information line: (502) 624-KNOX (5669)
- Ambulance: (502) 624-9000

From an official phone on y g'lpucm vqp, you may dial five digits rather than the entire phone number (e.g., 4-9000, 4-2111, etc.). This is true for all post prefixes – 613, 624, and 626.

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Emergency Sirens

Fort Knox and the surrounding communities use sirens to alert people of severe weather conditions. If you hear a warning siren, move to your designated shelter until given the “all clear.” Officials also may test sirens daily at noon (1200 hours). Do not be alarmed if you hear one blast of warning sirens at noon in the absence of severe weather.

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Installation Closures for Inclement Weather

PLEASE DO NOT CALL the Installation Operations Center (IOC) – they are usually very busy answering questions for and from the leadership, as well your commander/supervisor. The IOC updates everyone as quickly as possible.

For information concerning Fort Knox Status (road conditions, delays, closures, etc.):

- Your commander/supervisor has the final say on your requirements.
- (502) 624-KNOX - Fort Knox Information Hotline (updated by the IOC). It may be busy, so keep trying.
- Fort Knox webpage announcements at <http://www.knox.army.mil/> (updated by the IOC).
- Cable Channel 98 (if you live/work on post) (updated by PAO and the IOC).
- Fort Knox Facebook page at <http://www.facebook.com/FortKnoxKY> (updated by PAO).
- Your email (updated by the IOC and your chain of command).
- Local radio and TV stations (updated by PAO).
- For range road conditions call (502) 624-4328 (updated by Range Control).

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Road Conditions

Condition **GREEN**.

Roads are clear for normal driving.

Condition **AMBER**.

Proceed with caution. Roads have been cleared, or snowfall is light. There may be patches of ice and snow on the roads. For military equipment, use of chains is at the discretion of the vehicle commander. Commanders of vehicles, such as heavy-equipment transport (HET), heavy expanded mobility track truck (HEMTT), etc., should consider postponing certain operations until road conditions improve.

Condition **RED**.

Roads are covered with a thin sheet of ice or snow and are extremely hazardous. For military equipment, at a minimum, chains are required on the drive wheels of all wheeled vehicles. Operating wheeled vehicles, such as HETs and HEMTTs without chains, is prohibited. At potentially dangerous areas on roads (e.g., hills), military vehicles and transportation motor pool buses will stop, and all passengers will dismount and march up/down hills at a safe distance in front of/behind the vehicle. Tracked vehicles will not be operated on icy roads or areas considered dangerous by the unit commander. Under condition RED, operations of POVs will not be authorized in training areas.

Condition **BLACK**.

Not considered passable. Only emergency vehicles and those in support of installation snow and ice removal operations are authorized on installation roads and streets. For military vehicles, this will be 4 x 4 vehicles only; it does not include General Services Administration (GSA) vehicles. Chain requirements for these vehicles are the same as stipulated for condition "RED."

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Units on Fort Knox

You will see Soldiers on g'pucm'p wearing various shoulder sleeve insignia (unit patches) on their rgh/shoulders. Patches on the right shoulder indicate the Soldier's last assignment in combat. This section provides illustrations and brief explanations of each of the major units on the installation. Although the insignia shown here are full color, Soldiers wear subdued versions on the ACU. Keep in mind that many more Soldiers from many more units also visit the installation.



The US Army Accessions Command (USAAC) provides integrated command and control of the recruiting for the Army's officer, warrant officer, and enlisted forces. Designed to meet the human resource needs of the Army, the command transforms volunteers into soldiers and leaders for the Army. Soldiers assigned to USAAC wear the same star logo worn by Soldiers at Headquarters, Department of the Army. This illustration shows the subdued version because the star logo is worn only on the ACU. (Accessions Command will inactivate in 2011/2012.)



The US Army Cadet Command (USACC) commissions the future Army officer leadership for service to the Army and Nation; in addition, the command motivates young people through caring leadership and positive influence to be better citizens for life-long service to community. In short, USACC leads and manages all Army ROTC programs.



The U.S. Army Recruiting Command is responsible for manning both the Active Army and the U.S. Army Reserve, ensuring security and readiness for our Nation. The command conducts recruiting operations throughout the United States, Puerto Rico, the Virgin Islands, Guam, American Samoa, and at U.S. facilities in Germany and Asia.



U.S. Army Human Resources Command (HRC) provides the full spectrum of human resources services to Soldiers, Veterans, Retirees and Army Families. They are the largest human resources organization in the world. They manage Soldier schooling, promotions, awards, records, transfers, appointments, benefits, retirement... one agency managing Soldiers' entire careers from the day they enter Basic Training until retirement and beyond.



The 3d Sustainment Command (Expeditionary) provides logistics and distribution management anywhere, at any time, in any environment, against any adversary. The 3rd ESC is a Forces Command (FORSCOM) unit.



The 3rd Infantry Brigade Combat Team of the 1st Infantry Division is a deployable combat force stationed at Fort Knox. The 3/1 IBCT is a FORSCOM unit.



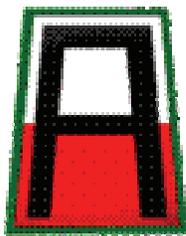
The Garrison Commander and staff provide essential services and support to all other units and personnel on post. They wear the patch of the US Army Installation Management Command (IMCOM).



The Medical Department Activity (MEDDAC) operates Ireland Army Community Hospital (IACH) and provides medical services to Fort Knox and the surrounding region. Their mission is to optimize wellness and military readiness by providing high quality, multi-disciplinary, evidenced based healthcare services in support of our Warriors and their Families; past, present and future.



The 19th Engineer Battalion consists of a Headquarters and Headquarters Company and an organic Forward Support Company. Also assigned to the 19th at Fort Knox are the 15th Engineer Company (Horizontal), 76th Engineer Company (Vertical), 502nd Multi Role Bridge Company, 72nd Survey and Design Detachment, and the 538th Concrete Detachment.



The 4th Cavalry Brigade, subordinate to First Army East, trains Soldiers and units for operations in support of the Combatant Commander's directives within the scope of the unit's mission while deployed..



The Army Reserve Readiness Training Center (ARRTC) develops and delivers state of the art Skill Enhancement, Functional and Leader training on a continuous basis, using various methods of instruction to meet the growing training and educational needs of the Army Reserve.



The 84th Training Command trains and assesses Army Reserve units in support of Operational and Functional Commands. As directed, they also provide training to Joint, Combined, and Active Army Forces.



The 100th Division (Operational Support) is a Total Army Schools System (TASS) Training Division of the United States Army headquartered in Fort Knox. It currently serves as a major training command of the United States Army Reserves.



The Fort Knox Resident Office, 902d Military Intelligence Group, has primary responsibility for Army Counterintelligence activities in support of Army and DoD facilities, forces, technologies and government contractors by detecting, identifying, neutralizing, and exploiting FIS, international terrorist threats and insider threats to US Military forces at Fort Knox and throughout the Commonwealth of Kentucky.



The 11th Aviation Command (Theater), a USAR command and control headquarters, is also located at Fort Knox. The 8th Battalion 229th Aviation Regiment (Attack), a USAR attack helicopter battalion, is a subordinate unit of the 11th Aviation Command and is also located here.

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References

These web sites provide useful information.

Fort Knox Sites

www.knox.army.mil

Weather emergency information and links to kpxmccwp organizations and activities, as well as Garrison regulations and policies. This site also includes important and interesting announcements for Fort Knox personnel.

www.knoxmwr.com

Information on Fort Knox Family and Morale, Welfare, and Recreation programs and facilities.

Army Sites

www.cpol.army.mil

The Army's Civilian Personnel Online site, with employment information and links.

www.armycivilianservice.com

Position postings and Army civilian employment opportunities.

www.army.mil

The Army's home page, with interesting articles and links.

www.us.army.mil

Army Knowledge Online (AKO) home page.

www.chra.army.mil

The Army's Civilian Human Resources Agency (CHRA) home page.

Other sites

www.opm.gov

The U.S. Office of Personnel Management site.

www.cpms.osd.mil/index.aspx

Department of Defense Civilian Personnel Management Service.

www.knox.army.mil/partners/cpac/index.asp

Fort Knox CPAC web site.

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Army Values

1. **LOYALTY** – Bear true faith and allegiance to the U.S. Constitution, the Army, your unit, and other Soldiers.
2. **DUTY** – Fulfill your obligations.
3. **RESPECT** – Treat people as they should be treated.
4. **SELFLESS SERVICE** – Put the welfare of the Nation, the Army, and your subordinates before your own.
5. **HONOR** – Live up to all the Army values.
6. **INTEGRITY** – Do what’s right, legally and morally.
7. **PERSONAL COURAGE** – Face fear, danger, or adversity (physical or moral).

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Army Civilian Corps Creed

- I am an Army Civilian -- a member of the Army Team.
- I am dedicated to our Army, our Soldiers and Civilians.
- I will always support the mission.
- I provide stability and continuity during war and peace.
- I support and defend the Constitution of the United States and consider it an honor to serve our Nation and our Army.
- I live the Army values of Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage.
- I am an Army Civilian.

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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.

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Soldier's Code

- I.** I am an American Soldier—a protector of the greatest nation on earth—sworn to uphold the Constitution of the United States.
- II.** I will treat others with dignity and respect and expect others to do the same.
- III.** I will honor my Country, the Army, my unit, and my fellow Soldiers by living the Army Values.
- IV.** No matter what situation I am in, I will never do anything for pleasure, profit, or personal safety which will disgrace my uniform, my unit, or my Country.
- V.** Lastly, I am proud of my Country and its flag. I want to look back and say that I am proud to have served my Country as a Soldier.

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“The Army Goes Rolling Along” (The Army Song)

Intro:

March along, sing our song, with the Army of the free
Count the brave, count the true, who have fought to victory
We’re the Army and proud of our name
We’re the Army and proudly proclaim

Verse:

First to fight for the right,
And to build the Nation’s might,
And The Army Goes Rolling Along.
Proud of all we have done,
Fighting ‘til the battle’s won,
And the Army Goes Rolling Along.

Refrain:

Then it’s Hi! Hi! Hey!
The Army’s on its way.
Count off the cadence loud and strong (TWO! THREE!)
For where e’er we go,
You will always know
That The Army Goes Rolling Along.

Verse:

Valley Forge, Custer’s ranks,
San Juan Hill and Patton’s tanks,
And the Army went rolling along.
Minute men, from the start,
Always fighting from the heart,
And the Army keeps rolling along.
(Refrain)

Verse:

Men in rags, men who froze,
Still that Army met its foes,
And the Army went rolling along.
Faith in God, then we’re right,
And we’ll fight with all our might,
As the Army keeps rolling along.
(Refrain)

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Glossary {

This section contains common military phrases, terms, acronyms, and abbreviations that may not be familiar to civilians. This list is not all-inclusive, but does include many of the most likely items you will hear.

A

AAFES: Army and Air Force Exchange System

AAR: After Action Report or After Action Review

ACU: Army Combat Uniform

Adjutant General (AG): The chief administrative officer/section of an organization.

AIT: Advanced Individual Training

AO: Area of Operations

ASAP: As Soon As Possible

AWOL: Absent Without Leave

B

BCT: Brigade Combat Team or Basic Combat Training.

Bird Colonel/Full Bird: A Colonel, whose rank insignia is an eagle (bird).

BT: Basic Training. May also be BCT for Basic Combat Training.

C

CG: Commanding General

Chief: Informal and unofficial form of address for a Warrant Officer. May also refer to the Chief of Staff.

Class A: The Army dress uniform.

Class Six (VI): The post liquor store.

CO: Commanding Officer

Colors: Flags, guidons, and/or other banners. May or may not include the US flag.

COMSEC: Communications Security

CONUS: Continental United States

CoS: Chief of Staff

CQ: Charge of Quarters. Duty at Company-level in garrison.

CSA: Chief of Staff of the Army

D

DA: Department of the Army

DCG: Deputy Commanding General

DCS: Deputy Chief of Staff

DFAC: Dining Facility

DFAS: Defense Finance and Accounting Service

DOD: Department Of Defense

DOL: Directorate of Logistics. May also mean Department of Labor.

Down Range: In a combat zone. Stateside, this may also refer to being forward of the firing line on a live-fire range.

DPW: Directorate of Public Works

E

ETA: Estimated Time of Arrival

ETS: Elapsed Time of Service. This is the date a Soldier is getting out of the Army.

F

FORSCOM: US Army Forces Command

FOUO: For Official Use Only

FRAGO: Fragmentary Order. A FRAGO generally modifies or augments an OPORD.

FTX: Field Training Exercise

G

GI party: After hours barracks cleaning.

GO: General Officer

H

HOOAH!: Anything and everything except “no.” Acknowledged, good, great, message received, roger, solid copy, understood, etc.

HQ: Headquarters

HQDA: Headquarters, Department of the Army

I

Inspector General (IG): The IG Office supports Fort Knox and the surrounding community by providing the Commanding General with a continuous assessment of the effectiveness of the command thru:

- Assistance to commanders, Soldiers, families, and civilians from both on and off post.
- Conducting teaching/training, assistance, inspections, and investigations.
- Monitoring and providing feedback on trend analysis.

IOC: Installation Operations Center

L

Latrine: Restroom

LBE: Load-Bearing Equipment. May also be LCE: Load-Carrying Equipment.

Light Colonel: Unofficial reference to a Lieutenant Colonel.

M

Mess hall: Dining facility

MOS: Military Occupational Specialty (enlisted)

MP: Military Police/Policeman

MRE: Meal Ready to Eat

N

NEC: Network Enterprise Center. The Fort Knox NEC provides Command, Control, Communications, Computers, and Information Management (C4IM) services, Information Assurance (IA), and Computer Network Defense (CND).

O

OCONUS: Outside the Continental United States

OPORD: Operation Order

OPSEC: Operational Security

OSUT: One-Station Unit Training. Basic Training (BT) and Advanced Individual Training (AIT) combined into one course.

P

PCS: Permanent Change of Station

POV: Privately Owned Vehicle

POW: Privately Owned Weapon or Prisoner of War

PT: Physical Training

PX: Post Exchange

R

Retreat: The bugle call announcing the end of the duty day, normally played at 1700. Retreat is followed by the bugle call, To the Colors or the National Anthem.

Reveille: The bugle call sounded at 0600 daily. Reveille was used originally to awaken Soldiers. It is followed by another bugle call, To the Colors.

Roger: I understand; yes.

S

Sand box: The desert – usually Iraq or Afghanistan.

SDNCO: Staff Duty NCO. An extra duty for noncommissioned officers to be on duty over night at battalion and brigade level.

SDO: Staff Duty Officer. An “extra” duty for company-grade officers to be on duty over night at battalion and brigade level.

Squared away: Organized, clean, and meeting military standards

Staff Judge Advocate (SJA): The installation’s legal office. The Fort Knox Office of the Staff Judge Advocate is dedicated to providing timely, accurate legal advice, services and support for the Fort Knox community.

Staff sections: Army staffs are arranged into sections, based on their functions. In a General Officer-level command, these sections are usually designated as “G” sections; in lower-level commands, they are generally “S” sections. Depending on the command, the staff may also include Special Staff sections, such as the IG, Chaplain, Surgeon, or others. Although commands/activities may have slightly different arrangements and/or titles for sections, the staff generally is organized into some version of the following:

- **G1/S1:** Personnel and/or HR management.
- **G2/S2:** Intelligence/Research
- **G3/S3:** Operations and Training
- **G4:** Logistics (often combined with G8)
- **G5:** Civil-military operations/Strategic Planning
- **G6:** Command, control, communications, and computer operations/IT
- **G7:** Information operations/marketing/outreach
- **G8:** Resource management/finances/budgeting (often combined with G4)

For Fort Knox Garrison operations, staff sections are:

- **Directorate of Emergency Services (DES):** The DES provides first class law enforcement, fire protection, physical security and access control operations for the Soldiers, Families and Civilians of Fort Knox through education, prevention and efficient emergency service response.
- **Directorate of Human Resources (DHR):** Fort Knox DHR includes: Adjutant General Administrative Services Division (ASD), Army Continuing Education Services (ACES), Army Substance Abuse Program (ASAP), and Workforce Development (WFD).
- **Directorate of Logistics (DOL):** The DOL consists of the Office of the Director, Plans and Operations Division, maintenance oversight, Supply and Services Division, and the Transportation Division. Within the Office of the Director, personnel provide mobilization support, special equipment accountability, and administrative support for the Directorate.
- **Directorate of Family, Morale, Welfare, and Recreation (DFMWR):** The DFMWR delivers FMWR programs and services at Fort Knox to enable the readiness of the Total Military Family.
- **Directorate of Plans, Training, Mobilization, and Security (DPTMS):** The DPTMS directs, supervises, and controls the resources assigned to the directorate; reviews and analyzes operations and reports on findings with recommendations for improvement, formulates, documents, and implements policies and procedures; and advises the Garrison Commander on matters which impact on

assigned responsibilities. The DPTMS contains four divisions: Aviation, Plans and Operations, Training, and Security.

- **Directorate of Public Works (DPW):** The DPW conducts real property management and facilities maintenance, repair, construction and disposal; provides installation master planning functions; ensures environmental compliance, pollution prevention, energy conservation, and preservation of natural and cultural resources; and provides on-post housing assignments, maintenance and off-post housing referral.
- **Plans, Analysis, and Integration Office (PAIO):** The PAIO gathers and analyzes data for higher headquarters, tracks the implementation of higher headquarters policies and oversees long-range plans. The PAIO consists of two divisions, the Analysis and Integration Division and the Strategic Planning Division.

T

Top: 1SG or other senior NCO in a unit.

TRADOC: US Army Training and Doctrine Command

W

WARNO: Warning order. Advance notice that an OPORD is coming, to allow units/personnel to begin preparations.

X

XO: Executive officer. At brigade level and below; the second in command.

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