

DEPARTMENT OF THE ARMY
HEADQUARTERS US ARMY ARMOR CENTER AND FORT KNOX
Fort Knox, Kentucky 40121

Regulation
No. 360-5

9 September 1982

Army Information
ORIENTATION TOURS OF US ARMY ARMOR CENTER

The word "he" when used in this regulation represents both masculine and feminine genders, unless only the feminine gender applies. Supplementation of this regulation is prohibited.

1. PURPOSE. To prescribe procedures and delineate responsibilities for the support and coordination of all groups visiting this installation.

2. SCOPE. a. This regulation applies to all military and civilian groups visiting this installation for the purpose of an orientation tour.

b. This regulation does not apply to VIP tours sponsored in their entirety by the Protocol Division, SGS, and tours of the Armor School sponsored in their entirety by the Deputy Assistant Commandant-Operations.

3. POLICY. a. All tour requests received by proponent activities will be submitted to the Directorate of Plans and Training (DPT), with information specified in paragraph 4b, below, for approval/disapproval.

b. Tours will normally be limited to a maximum of 100 persons per group.

c. Tours will normally not exceed three days in length, excluding travel time.

d. Tours will not depart from approved itinerary without prior approval of the Operations Branch, DPT-PO.

e. At no time will personnel on the tour participate in any form of training being conducted at Fort Knox.

f. Tours will be limited to two separate groups on post, i.e., two boy scout troops, two high school groups, or one boy scout troop and one education group. One exception is during Army Orientation Visit weekend: two Senior ROTC groups and one Junior ROTC group will be authorized on post at one time.

g. Proponents for USAARMC tours are:

(1) US Army Second Reserve Officer Training Corps Region (Second ROTC Region schools only).

(a) Senior Reserve Officer Training Corps (SROTC) (see appendix A).

(b) Junior Reserve Officer Training Corps (JROTC) (see appendix B).

(c) Institutional representatives.

(2) Directorate of Personnel and Community Activities (DPCA).

*This regulation supersedes USAARMC Reg 360-5, 5 Jan 77, and all changes.

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- (a) Boy Scouts.
- (b) Girl Scouts.
- (3) Public Affairs Office (PAO).

- (a) News media groups.
- (b) Civic organizations.

(c) Other civilian groups, such as fraternal groups, which would require an exception to policy from DOD, and/or which would or could appear to selectively benefit or favor the private group.

(4) Directorate of Plans and Training, Plans and Operations Division, (DPT-PO). Tours in support of recruiting activities and all other tours not covered by other proponents.

h. Proponent activities will, when forwarding recommendations of approval/disapproval, furnish this headquarters with a point of contact for the tour from within the proponent activity.

i. The tour group or requesting agency is responsible for costs of transportation to and from Fort Knox and costs of meals and billeting while at Fort Knox. On post transportation is the responsibility of the requesting tour group or agency. Fort Knox may support on post transportation requests dependent upon fuel and bus availability. Tour groups or tour proponents must request on post transportation, if needed, as soon as possible to determine availability of Fort Knox support.

j. Escort personnel will be detailed by DPT from USAARMC units or agencies.

4. PROCEDURES. a. Tour requests must be received by DPT-PO NLT 60 days prior to the requested tour date.

b. Tour requests should contain the following information:

- (1) Proposed date of tour with alternate dates.
- (2) Number of personnel in tour group (by sex) and, if applicable, number of chaperones or cadre (by sex).
- (3) Areas of special interest to the group.
- (4) Request for on post billeting, if needed.
- (5) Request for on post dining facility support and subsistence for tour group, if needed.
- (6) Request for on post transportation, if needed.
- (7) Address and telephone number of tour group leader.

5. RESPONSIBILITIES. a. Director of Personnel and Community Activities:

- (1) Provide Post Exchange facilities support when authorized.

- (2) Provide Morale Support Activities support.
- b. Director of Plans and Training:
- (1) Approve/disapprove request for tours.
 - (2) Plan and coordinate tour itineraries.
 - (3) Detail escort personnel as required.
 - (4) Designate proponent agency for execution of tour as required.
 - (5) Maintain Central USAARMC Tour Calendar.
 - (6) Task USAARMC units as necessary.
- c. Director of Industrial Operations: Process requests for vehicles for on post transportation of tour groups and furnish vehicles.
- d. Director of Engineering and Housing: Provide VEQ, VOQ, and guest housing within regulatory guidelines on a space available basis when requested.
- e. Proponent agencies (US Army Second ROTC Region, PAO, DPCA^Y):
- (1) Recommend approval/disapproval of tour request.
 - (2) Forward areas of special interest for tour groups for planning and coordination to DPT-PO.
 - (3) Provide names of escort personnel if furnished from own resources.
 - (4) Conduct off post coordination with requesting groups as required.
 - (5) Monitor execution of tour itinerary as required.
 - (6) Review tour after action report.
- f. Major subordinate commands will provide:
- (1) Billets.
 - (2) Detailed tour escorts.
 - (3) Dining facilities.
 - (4) Orientation briefings.
- g. Appropriate departments of the US Army Armor School will conduct orientation briefings as required.
- h. Escort Officers/NCO:
- (1) Report point of contact for briefing to DPT-PO as directed.
 - (2) Effect final coordination as required for tour execution.

- (3) Insure that tour group adheres to schedule.
- (4) Report any problems immediately to DPT-PO.
- (5) Submit after action report to DPT-PO NLT three duty days after termination of the tour.
- (6) Insure individuals on tour do not participate in any type of ongoing training while on Fort Knox.

APPENDIX A

SENIOR ROTC ORIENTATION VISITS

1. GENERAL. Annually, Fort Knox hosts orientation tours for SROTC groups from colleges and universities in the US Army Second ROTC Region and colleges and universities from outside this area. These tours are conducted from September through May during one three-day period each month. This installation supports the SROTC on Campus Educational Program IAW TRADOC Reg 145-11 to the fullest extent possible.

2. CORRESPONDENCE. All visit requests from colleges and universities outside the Second ROTC Region will be forwarded through their ROTC Region to this headquarters, ATTN: ATZK-DPT-PO. All correspondence concerning approved orientation visits for colleges and universities in the Second ROTC Region will be sent through Second ROTC Region, ATTN: ATOB-RP-B, to:

Commander
US Army Armor Center and Fort Knox
ATTN: ATZK-DPT-PO
Fort Knox, Kentucky 40121

3. ITINERARY. a. Orientation tours for SROTC groups will be conducted once per month, September through May, Thursday, Friday, and Saturday, for the convenience of the schools and to provide the maximum support for these tours.

b. The basic itinerary is as follows:

<u>THURSDAY</u>	<u>ACTIVITY</u>
1300	Arrive, meet escorts
1300-1430	Assignment of billets/draw linen
1430-1500	Armor Center briefing
1500-1530	Inspect VOQ room
1530-1630	Tour PX
1630-1800	Prepare for dinner
1800-1930	Beef 'n' Burgundy (\$7.50 - Officers' Club)
1930-	Free time under cadre supervision
<u>FRIDAY</u>	
0600	Wake up
0630-0730	Breakfast
0800-1200	Tour training facility
	Tour Godman Army Airfield/Flight Simulator
	Observe live fire exercise
1200-1300	Lunch
1300-1500	Observe training
	K-9 demonstration
	Tour Maintenance Department
1500-1600	Jr. Officers Seminar Panel
1630-1730	Dinner
1730-	Free time under cadre supervision

<u>SATURDAY</u>	<u>ACTIVITY</u>
0600	Wake up
0630-0730	Breakfast
0730-0915	Clear billets/turn-in linen
0915-1000	Post tour
1000-1130	Tour Patton Museum
1130	Depart Ft Knox

c. Tour requests forwarded to Second ROTC Region should specify areas of particular interest to the cadets or cadre. These areas of special interest will be given first consideration for incorporation into the basic itinerary.

d. ROTC cadets are encouraged to derive the maximum benefit from tours conducted. However, the distinction between orientation and training must be observed. Training for ROTC cadets is provided for at authorized ROTC training sites. For reasons of safety, cadets are prohibited from participating in any ongoing training, to include driving of vehicles or firing weapons, etc., while engaged in an Army Orientation Visit.

4. POST SUPPORT. a. Billets. (1) All cadre members accompanying the group will be billeted with the cadets for control purposes.

(2) ROTC cadets are usually billeted at no cost in company billets of one of the training brigades. If training company billets are not available, VOQ will be arranged on a space available basis subject to the prevailing daily transient service fee.

(3) Cadets should bring towels, toiletry articles, inclement weather clothing, and locks to secure items in the billets. Valuables should be kept to an absolute minimum.

b. Meals. (1) Arrangements for meals are usually made with the units in which the cadets will be billeted or with a designated dining facility. Cadets will pay established prices (no surcharge) for meals in troop dining facilities. Current rates for troop dining facilities are as follows, but are subject to change by the Department of the Army:

<u>MEAL</u>	<u>COST</u>
Breakfast	\$.70
Lunch	1.50
Dinner	1.50

(2) Any change in the number of cadets or cadre attending must be telephonically (AUTOVON 464-6028/6111 or commercial (502) 624-6028/6111) forwarded to this headquarters NLT five days prior to the visit to avoid any collection of funds to cover overdrawn rations.

c. Transportation. If requested, on post transportation in support of the tour will be provided by this headquarters, depending on resource availability.

5. AUTHORIZED PATRONAGE, ROTC CADETS. While on organized visits to this installation, ROTC cadets may patronize the following activities with certain restrictions as indicated:

a. Movie theaters, snack bars, and bowling alleys. Cadets must have in their possession a copy of letter orders issued by the Region Commander concerned or Professor of Military Science.

b. Post Exchange. Senior ROTC cadets must be accompanied by a commissioned officer and may not purchase tobacco or alcoholic beverages.

c. Cadet patronage at the Officers' Club is authorized as follows:

(1) When, as part of the furnished itinerary, the group is scheduled to eat at the Officers' Club, cadets must be accompanied by the officer cadre from the college or university. Cadets may not purchase nor consume alcoholic beverages unless 18 years of age for beer and 21 years of age for "hard" alcohol.

(2) When, during the open time of the itinerary, the officer cadre wishes to take those cadets over the age of 18 years to the Officers' Club, he may do so by assuming responsibility for the group and their conduct.

d. Clothing Sales Store. Only Senior ROTC cadets within 90 days of graduation and commissioning, with a letter from their Professor of Military Science stating as much, will be authorized access to the Clothing Sales Store.

6. MEDICAL TREATMENT. Utilization of medical facilities by ROTC cadets is limited to emergency medical treatment. If a cadet requires emergency medical treatment, he will be taken immediately to the Emergency Room, Ireland Army Community Hospital, Bldg No. 851, Ireland Avenue. IAW AR 40-3, cadets are authorized emergency medical care at no charge while participating in ROTC Orientation Visits.

7. MILITARY APPEARANCE. ROTC cadets must conform to military standards with regard to haircuts and appearance while wearing military uniforms at Fort Knox. If these standards cannot be met, cadets may wear civilian attire to avoid embarrassment, both to the cadets and this installation.

APPENDIX B

JUNIOR ROTC ORIENTATION VISITS

1. GENERAL. Annually, Fort Knox hosts orientation tours for JROTC groups from high schools throughout the Second ROTC Region and schools from outside this area. These tours will be conducted September through May.

2. CORRESPONDENCE. Requests from schools from outside this area will be forwarded through their ROTC Region to this headquarters, ATTN: ATZK-DPT-PO. Requests for tours from schools in the Second ROTC Region will be sent through Second ROTC Region, ATTN: ATOB-RP, to:

Commander
US Army Armor Center and Fort Knox
ATTN: ATZK-DPT-PO
Fort Knox, Kentucky 40121

3. ITINERARY. a. Orientation tours for JROTC groups will normally last two nights and one tour day, excluding travel time.

b. The basic itinerary is as follows:

<u>THURSDAY</u>	<u>ACTIVITIES</u>
1500	Arrive, meet escort
1500-1630	Assignment of billets/draw linen
1630-1730	Dinner
1730-	Free time under cadre supervision
 <u>FRIDAY</u>	
0600	Wake up
0630-0730	Breakfast
0800-1200	Tour Maintenance Department
	Observe training
	K-9 demonstration
	Weaponeer demonstration
1200-1300	Lunch
1300-1630	Tour Godman Army Airfield/Flight Simulator
	Observe live fire exercise
	Observe training
	Tour Patton Museum
1630-1730	Dinner
1730-	Free time under cadre supervision
 <u>SATURDAY</u>	
0600	Wake up
0630-0730	Breakfast
0800-0915	Clear billets/turn-in linen
0915	Depart Fort Knox

c. Tour requests forwarded to DPT-PO by Second ROTC Region Headquarters should specify areas of particular interest to the group. These areas of special interest will be given first consideration for incorporation into the basic itinerary.

d. JROTC cadets are encouraged to derive the maximum benefit from tours conducted. However, the distinction between orientation and training must be observed. Training for JROTC cadets is provided for at authorized JROTC training sites. For reasons of safety, cadets are prohibited from participating in any ongoing training to include driving of vehicles or firing weapons, etc., while engaged in an Army Orientation Visit.

4. POST SUPPORT. a. Billets. (1) All cadre members accompanying the group will be billeted with the cadets for control purposes.

(2) JROTC cadets are usually billeted at no cost in troop billets of one of the training brigades. If training company billets are not available, VOQ may be arranged on a space available basis subject to the prevailing daily transient service fee.

(3) Cadets should bring towels, toiletry articles, inclement weather clothing, and locks to secure items in the billets. Valuables should be kept to an absolute minimum.

b. Meals. (1) Arrangements for meals are usually made with the units in which the cadets will be billeted, or with a designated dining facility. Cadets will pay established prices (no surcharge) for meals in troop dining facilities. Current rates for troop dining facilities are as follows, but are subject to change by the Department of the Army:

<u>MEALS</u>	<u>COST</u>
Breakfast	\$.70
Lunch	1.50
Dinner	1.50

(2) Any change in the number of cadets or cadre attending must be telephonically (AUTOVON 464-6028/6111 or commercial (502) 624-6028/6111) forwarded to this headquarters NLT five days prior to the visit to avoid any collection of funds due to overdrawn rations.

c. Transportation. If requested, on post transportation in support of the tour will be provided by this headquarters depending on resource availability.

5. MEDICAL TREATMENT. Utilization of medical facilities by JROTC cadets is limited to emergency medical treatment. If a cadet requires emergency medical treatment, he will be taken immediately to the Emergency Room, Ireland Army Community Hospital. IAW 40-3, cadets are authorized emergency medical care at no charge while participating in ROTC Orientation Visits.

6. MILITARY APPEARANCE. ROTC cadets must conform to military standards with regard to haircuts and appearance while wearing military uniforms at Fort Knox. If these standards cannot be met, cadets may wear civilian attire to avoid embarrassment, both to the cadets and this installation.

The proponent of this regulation is the Office of the Director of Plans and Training (Plans and Operations). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) thru channels to Cdr, USAARMC, ATTN: ATZK-DPT-PO.

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ROY C. PRICE, SR.
Colonel, GS
Chief of Staff

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