

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

Regulation
No. 360-6

10 August 1984

Army Information
TOTAL ARMY INVOLVEMENT IN RECRUITING (TAIR)
SUPPORT 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. a. To prescribe procedures and outline responsibilities for the support and coordination of all US Army Recruiting Command (USAREC) sponsored groups visiting this installation.

b. To prescribe and outline responsibilities for support and coordination of all USAREC sponsored Total Army Involvement in Recruiting (TAIR) teams provided by this installation.

2. SCOPE. a. This regulation applies to all USAREC sponsored groups visiting this installation and TAIR teams provided to USAREC.

b. This regulation does not apply to VIP tours sponsored by the Protocol Division, SGS, and US Army Readiness and Mobilization Region VI.

3. POLICY. a. All USAREC requests will be submitted to the Directorate of Plans and Training (DPT) for approval/disapproval a minimum of 45 days prior to date of event, as described in subparagraphs 4b and c below.

b. Tours will be limited to a minimum of 20 and a maximum of 100 persons per group.

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

d. Tours will not deviate from approved itinerary without prior approval of the DPT Operations Branch.

e. Educators may ride tanks/APCs while on the tour, but may not participate in any other form of training being conducted at Fort Knox.

f. Tours will be limited to one group on post per week, i.e., educator group, high school group. TAIR teams will be limited to six per month.

g. A minimum of 10 days prior to a group's arrival, the DPT Operations Branch will be provided with an accurate headcount of personnel (by sex) and an accurate time of arrival/departure of the group.

h. Proponents for USAARMC tours/TAIR teams are:

(1) 1st Armor Training Brigade.

(2) 4th Training Brigade.

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- (3) 194th Armored Brigade.
- (4) Committee Group.
- (5) Maintenance Department.
- (6) Directorate of Personnel and Community Activities (DPCA).
- (7) Provost Marshal/Law Enforcement Activity.
- (8) Directorate of Plans and Training, Plans and Operations Division.

i. Proponent activities will furnish this headquarters a point of contact (POC) for the tour/TAIR team from within the proponent activity when forwarding recommendations for approval/disapproval.

j. USAREC is responsible for all costs of transportation to and from Fort Knox and costs of meals and billeting. On post transportation is the responsibility of the requesting tour group or agency. Fort Knox may support on post transportation requests, depending on fuel and bus availability. If requested, on post transportation (if needed) will be provided by this headquarters, subject to availability.

k. DPT will detail escort personnel from USAARMC units or agencies.

4. PROCEDURES. a. Tour/TAIR requests must be received by DPT Plans and Operations NLT 45 days prior to date of the event (appendixes A and B).

b. Tour requests will contain the following information:

- (1) Proposed and alternate dates.
- (2) Number of personnel in tour group (by sex) and number of chaperones (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, if needed.
- (6) Request for on post transportation, if needed.
- (7) Address and telephone number of tour group leader.
- (8) Arrival and departure times.

c. TAIR team requests will contain the following information:

- (1) Proposed and alternate dates.
- (2) Type of team.
- (3) Number of personnel.
- (4) Location where team is needed.

(5) Per diem rate.

(6) Name and telephone number of POC at requesting agency.

d. Funding and itinerary paperwork must arrive at DPT Operations Branch a minimum of 10 working days prior to teams' departure.

5. RESPONSIBILITIES. a. Directorate of Personnel and Community Activities will:

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

(2) Provide Morale Support Activities support.

b. Directorate of Plans and Training will:

(1) Approve/disapprove requests for tours/TAIR teams.

(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. Directorate of Industrial Operations will process requests for vehicles for on post transportation of tour groups, and furnish vehicles and drivers as tasked.

d. Proponent agencies will:

(1) Recommend approval/disapproval of tour requests.

(2) Forward areas of special interest for tour groups for planning and coordination to DPT Plans and Operations.

(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.

e. Major subordinate commands will provide:

(1) Billets.

(2) Detailed tour escorts.

(3) Dining facilities.

(4) Orientation briefings.

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f. Escort officers/NCOs will:

- (1) Report POC for briefing to DPT Plans and Operations as directed.
- (2) Make final coordination, as required, for tour execution.
- (3) Ensure that tour group adheres to schedule.
- (4) Report any problems to DPT Plans and Operations.
- (5) Send after action report to DPT Plans and Operations NLT three working days after end of the tour (appendix C).
- (6) Ensure individuals on tour do not participate (with exception of educators riding tanks/APCs) in any type of ongoing training while at Fort Knox.

APPENDIX A

USAREC EDUCATOR VISITS

1. GENERAL. Annually, Fort Knox hosts USAREC educator visits from various recruiting brigades within USAREC. These visits are conducted during one three-day period each week of each month.

2. CORRESPONDENCE. All visit requests from recruiting battalions will be forwarded through their parent recruiting brigade to this headquarters. The correct mailing address is: Commander

US Army Armor Center and Fort Knox
ATTN: ATZK-DPT-PO
Fort Knox, Kentucky 40121-5000

3. ITINERARY. a. Visits for educator groups will be conducted during one three-day period each week of each month, normally Tuesday through Thursday, to provide the maximum support.

b. The basic itinerary is as follows:

<u>TUESDAY</u>	<u>ACTIVITY</u>
1500	Arrive/meet escort
1530-1615	Armor Center briefing
1630-1845	Check in rooms
1900-2000	Dinner
2000	Free time
<u>WEDNESDAY</u>	<u>ACTIVITY</u>
0600	Wake up
0700-0800	Breakfast
0815-0915	Tour Godman Army Airfield/Flight Simulator
0930-1045	Tour Holder Complex
1100-1145	Ride track vehicles
1200-1300	Lunch
1310-1345	Tour troop billets
1355-1515	Tour Education Center
1530-1615	Observe tank firing
1630-1745	Prepare for evening activities
1800-1900	Cocktail hour
1900-2000	Dinner
2000-2100	Open discussion panel
2100	Free time
<u>THURSDAY</u>	<u>ACTIVITY</u>
0600	Wake up/check out of rooms
0700-0830	Breakfast
0845-0930	Observe M60 Machinegun firing
0945-1045	Observe Weaponeer demonstration
1100-1215	Tour Patton Museum
1215-1330	Lunch
1330	Depart Fort Knox

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c. Tour requests forwarded to DPT Operations Branch should specify areas of particular interest. Areas of special interest will be given first consideration for incorporation into the basic itinerary.

d. Educators are encouraged to obtain the maximum benefit from the tours. However, the distinction between orientation and training must be observed. For reasons of safety, educators are prohibited from participating in any ongoing training, to include firing weapons, etc., while on the installation.

e. Meals. (1) Arrangements for meals are usually made with the units where the educators will visit. Educators will pay established prices for meals in troop dining facilities. Current rates for troop dining facilities are as follows:

<u>MEAL</u>	<u>COST</u>
Breakfast	\$1.80
Lunch	\$3.60
Dinner	\$3.60

(2) Any change in the number of educators attending must be reported telephonically (AUTOVON 464-6028/6111, FTS 354-6028/6111, or commercial (502) 624-6028/6111) to this headquarters NLT 10 days prior to the visit.

f. The requesting agency is responsible for providing transportation for their educator group.

5. AUTHORIZED PATRONAGE. a. While on organized visits to this installation, educators may patronize the movie theaters, snack bars, bowling alleys, gymnasiums, and Post Exchange. Educators must be accompanied by a commissioned or non-commissioned officer while visiting these facilities.

b. Educators must be accompanied by a commissioned officer while touring the Post Exchange.

c. Educator patronage of the Officers' Club, Bldg No. 1118, Chaffee Avenue, is authorized as follows:

(1) When, as part of the furnished itinerary, the group is scheduled to eat at the Officers' Club, educators must be accompanied by the recruiting battalion or USAARMC escort officer.

(2) Normally, on the second evening of the educator visit, a cocktail hour, dinner, and open discussion panel will be held for the educator group in the Officers' Club. USAREC must pay for meals consumed by the USAARMC open discussion panel members during this event. The USAREC escort will collect funds for this event prior to the educator group's arrival at the Officers' Club. Headcount will be based on the information received from USAREC and not the actual arrival headcount.

(3) The officer escort from USAARMC or the recruiting battalion officer may take the educators to the Officers' Club during free time. By doing so, he assumes responsibility for the group.

6. MEDICAL TREATMENT. Should an educator require emergency medical treatment while visiting on this installation, he will be taken to Ireland Army Community Hospital, Bldg No. 851, Ireland Ave. If the injury was the result of neglect on the part of the educator, he must pay all medical bills. If the injury was caused by neglect on the part of Fort Knox personnel, the US Government is responsible for the medical bills. All educators visiting USAARMC must sign a Release of Liability and Waiver of Claims prior to arrival at Fort Knox (appendix D). The TAIR NCO will collect the forms when the educator group arrives on the installation.

APPENDIX B

USAREC HIGH SCHOOL VISITS

1. GENERAL. Annually, Fort Knox hosts USAREC high school visits from various recruiting brigades within USAREC. These visits are conducted during one three-day period each week of each month.

2. CORRESPONDENCE. All visit requests will be forwarded through the parent recruiting brigade to this headquarters. The correct mailing address is:

Commander
US Army Armor Center and Fort Knox
ATTN: ATZK-DPT-PO
Fort Knox, Kentucky 40121-5000

3. ITINERARY. a. Visits for high school groups will be conducted during one three-day period each week of each month, normally Tuesday through Thursday, to provide the maximum support.

b. The basic itinerary is as follows:

<u>TUESDAY</u>	<u>ACTIVITY</u>
1130	Arrive/meet escort
1200-1300	Lunch
1315-1415	Observe Weaponeer demonstration
1430-1515	Observe Basic Rifle Marksmanship
1530-1630	Check in billets/draw linen
1630-1730	Supper
1730	Free time
<u>WEDNESDAY</u>	<u>ACTIVITY</u>
0600	Wake up
0630-0730	Breakfast
0730-0815	Clean billets/personal hygiene
0830-0915	Observe Basic Tank Driving
0930-1015	Observe M60 Machinegun firing
1030-1115	Observe Combat Movement Course
1130-1230	Lunch
1230-1330	Observe hand grenade training
1345-1415	Observe tank firing
1430-1530	Post tour
1530-1615	Tour tank park
1630-1730	Supper
1730	Free time
<u>THURSDAY</u>	<u>ACTIVITY</u>
0600	Wake up
0630-0730	Breakfast
0730-0815	Clean/clear billets
0830-0930	Tour Godman Army Airfield/Flight Simulator

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0945-1115
1130-1230
1230

Tour Patton Museum/Keyes Tank Park
Lunch
Depart Fort Knox

c. Tour requests forwarded to DPT Operations Branch should specify areas of particular interest. Areas of special interest will be given first consideration for incorporation into the basic itinerary.

d. High school students are encouraged to obtain the maximum benefit from the tours. However, the distinction between orientation and training must be observed. For reasons of safety, high school students are prohibited from participating in any ongoing training, to include driving/riding on vehicles, firing weapons, etc., while on the installation.

e. Meals. (1) Arrangements for meals are usually made with the units where the high school students are billeted. High school students will pay established prices for meals in troop dining facilities. Current rates for troop dining facilities are as follows:

<u>MEAL</u>	<u>COST</u>
Breakfast	\$.70
Lunch	1.45
Dinner	1.45

(2) Any change in the number of high school students attending must be reported telephonically (AUTOVON 464-6028/6111, FTS 354-6028/6111, or commercial (502) 624-6028/6111) to this headquarters NLT 10 days prior to the visit.

5. AUTHORIZED/UNAUTHORIZED PATRONAGE. While on organized visits to this installation, high school students may patronize the movie theaters, snack bars, bowling alleys, and gymnasiums. High school students must be accompanied by a noncommissioned officer while visiting these facilities. The Post Exchange and Fort Knox Club System are off-limits to all high school students. Purchasing and consuming alcoholic beverages is prohibited while on this installation.

6. POST SUPPORT. a. Billets.

(1) All recruiter personnel accompanying the group will be billeted with the high school students.

(2) High school students are billeted at no cost in company billets of one of the training brigades.

(3) High school students 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. Transportation. If requested, on post transportation in support of the tour will be provided by this headquarters, depending on resource availability.

7. MEDICAL TREATMENT. Should a high school student require emergency medical treatment during a USAREC visit on this installation, he will be taken to Ireland Army Community Hospital. If the injury was the result of neglect on the part of the student, his parents must pay all medical bills. If the injury was caused by

neglect on the part of Fort Knox personnel, the US Government will pay the medical bills. Parents of all high school students visiting USAARMC must sign a Release of Liability and Waiver of Claims prior to their child's arrival at Fort Knox (appendix D). The TAIR NCO will collect the forms when the group arrives on the installation.

8. APPEARANCE. High school students must conform to Fort Knox standards of attire while on the installation. Wearing cut-off shorts, clothing with holes in them, "see-through clothing" without undergarments, or any other clothing that could bring embarrassment to this installation or the US Army, and mixing civilian clothing with military clothing, is prohibited.

APPENDIX C

ATZK-DPT-PO

MEMORANDUM FOR RECORD

SUBJECT: Visit by Indianapolis, Indiana, DRC High School Students, 27-29 March 1984

1. Summary. The following was accomplished during the tour of 36 high school students, accompanied by three escorts and SSG Vincent P. Haley, their guide, while at Fort Knox:

- a. Observed Blair Range.
- b. Were instructed and participated in firing the Weaponeer.
- c. Were lodged at B-2-1 and consumed meals in the B-2-1 Dining Facility (breakfast, lunch, and dinner).
- d. Were visited by SGM Thompson and MAJ Dunegan of B-2-1.
- e. Toured the Motor Pool of B-2-1 and received firsthand explanations of the M60 and M1 tanks.
- f. Observed the Combat Orientation Course.
- g. Observed the Flight Simulator at Godman Army Airfield.
- h. Toured Patton Museum.

2. Visitor reaction. The students were very enthusiastic on the visits to the Weaponeer, Orientation Course, and tanks.

3. Problem areas. None.

4. Recommendations. a. Escort NCO should have more time to ensure all points of interest are reached and the schedule is met.

- b. B-2-1 was very receptive and should be congratulated on their participation.
- c. The overall itinerary was very good.

VINCENT P. HALEY
SSG, USA
Escort NCO

APPENDIX D

RELEASE OF LIABILITY AND WAIVER OF CLAIMS
PRIVACY ACT STATEMENT

This information is collected pursuant to 10 USC 3012. The purpose of this information is to form a legally binding release agreement. The information will be used to evaluate and defend potential claims against individuals concerned and the United States Government. The information could ultimately be used in civil litigation and in the course of preparation of litigation. Supplying this information is purely voluntary, however, failure to provide the information will result in a denial of permission to participate in the _____.

I, _____, residing at _____, age _____, for myself, my heirs, executors and/or administrators, do waive and release from liability the United States Government, Department of the Army and all officials, employees, agents or assigns of same, both civilian and military, from any possible personal injury or property damage that may occur as a result of my (or my minor child _____) participating in the _____.

This release from liability covers any injury or damage resulting from my participating in the _____ which will occur on _____ at Fort Knox, Kentucky.

This release of liability and waiver of claim is in consideration of the permission to participate in the _____ at Fort Knox, Kentucky, a substantial benefit to myself or my minor child. I make this release and waiver voluntarily and realizing the consequences of said waiver and release.

SIGNATURE

DATE

WITNESS

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The proponent of this regulation is the Office of the Directorate 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.

FOR THE COMMANDER:



Adjutant General

FRED W. GREENE III
Colonel, GS
Chief of Staff

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