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DEPARTMENT OF THE ARMY

HEADQUARTERS, UNITED STATES ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL
455 MCNAIR AVE, SUITE 100
FORT SILL, OKLAHOMA 73503

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AUG 23 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CG Policy Memorandum #1, Commander's Intent and Leadership Philosophy

1. Purpose. This is the Fires Center of Excellence and Fort Sill's primary policy letter. This Commander's Intent and Leadership Philosophy form the primary and enduring framework and foundation from which all other policies and guidance will flow. In the absence of a specific policy in a particular area, leaders can find guidance in this policy that will enable them to act within my intent in any situation.

2. Overarching Policy Guidance.

a. The Fires Center of Excellence trains, educates, and develops Soldiers and Leaders; creates and develops capabilities; and provides a Fires Force to support the Joint Warfighting Commander across the spectrum of operations in Joint and Multinational environments. However, this can only be achieved if we **build tenacity** and instill **a culture of values, fitness, resiliency and pursuing excellence in the fundamentals**, the moment our Soldiers arrive.

b. **We are one team** – a team of teams! I expect units, commanders and directorates to think, speak and operate as such.

c. **Get better every day as Individuals and Teams.** Policies are put into place for good reason. Sometimes these reasons are less obvious with the passage of time. Leaders should question policies that do not make sense on the surface, but try to find out the original "why" behind the policy before you do. If something still needs to change, we are always open to feedback.

d. **In all cases, use your best judgement and take action.** I expect you to use disciplined initiative and take action rather than waiting for instructions or following orders that no longer fit the situation.

3. I am proud to serve with you as part of Team Sill. Fires Strong!!

KENNETH L. KAMPER
Major General, USA
Commanding

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SUBJECT: CG Policy Memorandum #1, Commander's Intent and Leadership Philosophy

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SUBJECT: CG Policy Memorandum #2, Commander's Open Door Policy

1. Reference. Army Regulation 600-20, Army Command Policy, 24 July 2020.
2. Policy. A leader's job is to accomplish the unit's mission and take care of the team entrusted to him or her. A big part of this involves listening to their input, ideas and suggestions, and, when needed, helping them to solve personal or professional problems quickly and fairly.
3. I am available to all Soldiers at the Fires Center of Excellence and Fort Sill.
 - a. I am willing to listen to both your good ideas and complaints – I only ask that if you identify a problem or have a complaint, that you also propose a suggestion as to how to fix it.
 - b. If you request assistance with an issue – either professional or personal, I ask that you give your section, platoon, battery, battalion and brigade chains of command a chance to address your issue first. If they are unable to resolve the issue satisfactorily, then you may request to meet with me. No one may prohibit you from requesting a meeting with me.
4. The request procedure is simple. After discussing with your chain of command, have them contact the Chief of Staff through the point of contact below. The Chief of Staff and/or the Command Sergeant Major may initially address your issue. If the Chief of Staff believes that the issue cannot be successfully addressed at lower levels, I will consider meeting with you. If I am unavailable, the Chief of Staff or Command Sergeant Major may reach out to meet with you on my behalf.
5. This policy does not apply to pending criminal or administrative investigations or actions in which I have appointing, referral, or appellate authority, or in other cases where I believe direct communication would be either improper or unproductive.

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SUBJECT: CG Policy Memorandum #2, Commander's Open Door Policy

6. The point of contact for this memorandum or to request to utilize this Open Door Policy is the Secretary of the General's Staff at (580) 442-3105.



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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CG Policy Memorandum #3A, Commander's Policy on Risk Management and Risk Acceptance Authority

1. References:

a. DODI 6055.01, Department of Defense Safety and Occupational Health (SOH) Program, 14 October 2014. Incorporating Change 3, Effective April 21, 2021.

b. Department of the Army Pamphlet 385-30, Mishap Risk Management, 2 December 2014.

c. TRADOC Regulation 385-2, U.S. Army Training and Doctrine Command Safety and Occupational Health Program, 9 January 2019.

d. Army Regulation 385-10, The Army Safety Program, 24 February 2017.

2. Policy: Commanders and Directors of all units and organizations stationed at Fort Sill will ensure risk management is integrated into all operations and training, and that risk assessment decisions are made at the appropriate level. We expect leaders at all levels to "see themselves, the enemy, and the environment" as it relates to our training. Leaders will always take appropriate steps to mitigate risks and train to standard. Commanders and Directors are safety officers and cannot delegate their responsibilities.

3. Procedures: Risk acceptance authorities are established as follows:

a. Extremely High Risk – Commanding General, USAFCOEFS.

b. High Risk – General Officers, Brigade Commanders and Directors.

c. Moderate Risk – Battalion Commanders and NCOA Commandant.

d. Low Risk – Battery Commanders and NCOA 1SG School chiefs.

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SUBJECT: CG Policy Memorandum #3A, Commander's Policy on Risk Management and Risk Acceptance Authority

4. Base your risk decisions on the residual risk of your activity after you have applied appropriate control measures. Inform your commander/supervisor of your risk acceptances.

5. This CG Policy Memorandum supersedes CG Policy Memorandum 16-06 ATZR-C, 15 August 2016, subject: Commander's Policy on Risk Management and Risk Acceptance Authority, CG Policy Memorandum 16-06.

6. The point of contact at the Safety Office is Mr. John Cordes at (580) 442-4701 or john.e.cordes.civ@mail.mil.



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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CG Policy Memorandum #3B, Heat Illness and Cold Weather Injury Investigation and Reporting

1. References:

- a. TB MED 507, Heat Stress Control and Heat Casualty Management, 12 April 2022.
- b. TB MED 508, Prevention and Management of Cold Weather Injuries, 1 April 2005.
- c. TRADOC REG 350-29, Prevention of Heat and Cold Casualties, 18 July 2016.
- d. Army Regulation 385-10, Army Safety Program, 24 February 2017.
- e. DODI 6055.07, Mishap Notification, Investigation, Reporting, and Record Keeping, 6 June 2011. Incorporating Change 1, August 21, 2018.
- f. TRICARE Information Paper, Disclosure of PHI to DOD Safety Offices, HIPAA Privacy, February 2012.

2. Purpose: To provide guidance for the investigation and reporting of heat illness and cold weather injury to all Fires Center of Excellence and tenant organizations on Fort Sill.

3. General: Heat illness and cold weather injury is a serious medical condition that requires immediate action and treatment for the life, safety, and health of personnel. Equally important is the immediate investigation and reporting of any occurrence to provide insight and lessons learned for future mitigation strategies.

4. Policy: All cases of heat illness and cold weather injury will be thoroughly investigated and promptly reported by the experiencing organization.

- a. The organization's senior leader, in the grade of O-6, will personally review each case of military or civilian heat illness or cold weather injury experienced. Within 4 or 8 hours, the senior leader will provide SIR 2.23 or 3.5 respectively for possible heat injury or cold weather injury to the Commanding General.

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SUBJECT: CG Policy Memorandum #3B, Heat Illness and Cold Weather Injury Investigation and Reporting

b. All cases of heat illness or cold weather injury will be reported to the Fort Sill Safety Office via the on-line accident reporting system and Reynolds Army Public Health Nursing to facilitate consistent evaluation and categorization of heat or cold injury. Non-TRADOC organizations will provide the safety office a courtesy copy of their accident report.

c. Within five working days the unit will complete a report describing the category of heat illness or cold weather injury, prevention taken prior to incident, root cause, corrective action, and current disposition. To ensure accurate reporting and collaboration between medical and safety personnel, Reynolds Army Health Clinic and associated clinics will provide a weekly listing of military recorded heat illness and cold weather injury to the Fort Sill Safety Office. This listing will include name, rank, organization, date(s) treated, and category of heat illness or cold weather injury.

5. Additional guidance for heat illness reporting is published annually via ALARACT.

6. I expect all Soldiers, leaders, and Department of the Army Civilians to stay engaged and plan accordingly to prevent heat illnesses and cold weather injuries.

7. This CG Policy Memorandum supersedes CG Policy Memorandum, ATZR-C 18 January 2018, subject: Heat Illness Investigation and Reporting, CG Policy Memorandum 16-03.

8. The Safety Office point of contact is Mr. John Cordes at (580) 442-4701 or by email at john.e.cordes.civ@mail.mil.



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Investigation and Reporting

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SUBJECT: CG Policy Memorandum #4, Value of Life and Suicide Prevention

1. References.

- a. Army Regulation (AR) 600-63, Army Health Promotion, 14 April 2015.
- b. Department of the Army Pamphlet 600-24, Health Promotion, Risk Reduction, and Suicide Prevention, 14 April 2015.
- c. AR 165-1, Army Chaplain Corps Activities, 23 June 2015.
- d. Army Directive 2018-23, Improving the Effectiveness of Essential and Important Army Programs, 8 November 2018.
- e. Value of Life Operations Order, September 2020.

2. **The Fires Center of Excellence and Fort Sill (USAFCoEFS) takes a proactive approach with team members toward the prevention of suicide.** We are committed to building cohesive teams that are positively intrusive and that connect each member of Team Sill to the resources and programs that are available. We will use a multi-faceted approach that reinforces values across USAFCoEFS through community, resilience and fitness, along with "The Golden Triangle" and "This is My Squad" initiatives. Our goal is the complete elimination of suicide or self-destructive acts.

3. This policy is irrespective of rank. A leader can be at any level, to include the individual.

4. I expect the environment within the Fires Center of Excellence and Fort Sill to be one where Service Members and Civilians care so much about Trust, Teamwork and Cohesion, that they are able to immediately identify high-risk teammates or reach out for help, long **before** a self-destructive act has occurred.

5. **Life is worth living. And no matter how bad a situation may seem, there is always a positive way up and out.** We expect leaders to know their teammates. This is in part through initial and regular follow-on counseling that I expect to be conducted with each Service Member here at Fort Sill. Address morale, stress, and mental health in a

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SUBJECT: CG Policy Memorandum #4, Value of Life and Suicide Prevention

positive and trust-building manner. This will allow teammates to feel that they have a leader that cares, and that they have someone that they can turn to when they face adversity. Adversity will come to all of us, whether seemingly random or self-inflicted. We should know our teammates so well that we instinctually know who their support network is: who loves and cares for them, along with who their friends and family members are. We further expect leaders to build their teams, not just in regards to building tactical proficiency, but also building up team members as individuals and valued members. Remember, **leadership is a contact sport; it requires daily interaction.**

6. **If you see a potential problem, take action.** We expect all personnel at the Fires Center of Excellence and Fort Sill to have the courage to step in and get involved. My hope is that this will be done long before high-risk indicators are present. Bottom line: no teammate at the Fires Center of Excellence and Fort Sill should ever feel left out, isolated or alone – this is a leadership responsibility.

7. **IT IS ABSOLUTELY OK TO GET HELP!!** We cannot stress this point enough. If you are experiencing adversity, take a quick timeout and reach out for help. Your teammates care about you – no Service Member or Civilian at the Fires Center of Excellence and Fort Sill will ever be looked down on or in any way minimized or ridiculed for seeking out help. Stress and mental health is like a sprained ankle or broken bone – don't be afraid to slow down for a minute, ask for a hand, then take the time and steps to heal up. **It's ok!!** We are proud to serve with you on the Fires Center of Excellence and Fort Sill team!!

8. The point of contact for this policy is the Army Substance Abuse Program, Suicide Prevention Program Manager at (580) 442-1618 / 2016.



KENNETH L. KAMPER
Major General, USA
Commanding

3 Encls

1. Annex A, Suicide Training Required
2. Annex B, Suicide Trainers Required
3. Legal Review of Firearms Regulation Provision

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ANNEX A – Suicide Prevention Training Requirements

Type Training	Training Length	Training Requirement	Target Audience	Provided By
Suicide Prevention Training/ Ask, Care, Escort (ACE) Training	1 hour	Annually, or as commander directs	All Soldiers and DA Civilians	Unit Leaders, Chaplain or SPPM
ACE- Suicide Intervention (ACE-SI) old system	4 hour	Once in career (must have copy of certificate in training records).	Junior Leaders and First-Line Supervisors (squad/section leaders; platoon SGTs; platoon leaders/ Battery/Company Command Teams); Drill Sergeants; Instructors; DA Civilians who are direct supervisors of Soldiers at company level	ACE-SI 6-hour Train the Trainer Certified Tier 1 or Tier 2 Trainers
ACE-SI Train the Trainer Tier 2 old system	6 hour	Once in career (must have certificate on file in the unit/directorate)	BN Chaplains; BN Chaplain Assistants; and (two per unit) selected personnel based on unit commander's discretion who will then train the four hour course	ACE-SI T4T Tier 1 Trainers
ACE-SI Train the Trainer Tier 1 old system	6 hour	Once in a career (must complete the 6 hr training and conduct a minimum of three four-hour ACE-SI workshops and be certified by SPPM)	Suicide Prevention Program Manager; Chaplains, Chaplain Assistants; and other personnel at the discretion of unit commander	ACE-SI T4T Tier 1 Trainers and SPPM
Applied Suicide Intervention Skills Training (ASIST)*	2 day	Once in career (must have certificate on file in the unit/directorate)	Chaplains and Religious Affairs Specialists; Military Police, SUDCC counselors, Trial Defense and Legal Assistance Attorneys, Family Advocacy Program Workers, IG, AER counselors, Red Cross Workers, and/or Medical/Dental Health Professionals	ASIST Train the Trainer (T4T) Trainers
Applied Suicide Intervention Skills Training (ASIST T4T)*	5 day	Once in career; must be notated in records as ASI "1S"; in order to maintain certification, trainer must conduct one two day course each year	Chaplains; Chaplain Assistants, Suicide Prevention Program Manager; ASAP/EAP, ACS personnel	Living Works

ANNEX B – Unit Trainers Required

BDE	Annual Suicide Prevention Training/ACE Trainers	ACE-SI (six hours) trainer course	ASIST T2T (2 day)
30 ADA BDE	As Deemed Appropriate by Commander	As Required by TRADOC Reg 350-6	*None Required
31 ADA BDE	As Deemed Appropriate by Commander	2 trainers per BN	*As Required by Higher HQ
75 FIRES BDE	As Deemed Appropriate by Commander	2 trainers per BN	*As Required by Higher HQ
428 FA BDE	As Deemed Appropriate by Commander	As Required by TRADOC Reg 350-6	*None Required
434 FA BDE	As Deemed Appropriate by Commander	As Required by TRADOC Reg 350-6	*None Required
MEDDAC	As Deemed Appropriate by Commander	As Deemed Appropriate by Commander	*None Required None
DENTAC	As Deemed Appropriate by Commander	2 trainers per unit	*None Required
FCOE	As Deemed Appropriate by Commander	As Deemed Appropriate by Commander	*None Required
Garrison	As Deemed Appropriate by Commander	As Deemed Appropriate by Commander	*None Required

* ASIST 5 day workshops are no longer contracted by HQ IMCOM. All cost associated with training trainers are the responsibility of individual organizations. Commanders may continue to provide the ASIST T2T (2 Day) courses to Junior Leaders and First-Line Supervisors (squad/section leaders; platoon Sergeants; platoon leaders/ Battery/Company Command Teams); Drill Sergeants and Instructors. All cost associated with training materials required to conduct ASIST T2T (2 day) course is borne by the organization.



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SUBJECT: CG Policy Memorandum #5A, Trust, Teamwork and Cohesion – MEO

1. Reference.

a. Army Regulation 600-20, Army Command Policy, 24 July 2020.

b. Department of Defense (DOD) Directive 1020.02E, Diversity Management and Equal Opportunity in the DoD, 8 June 2015. Incorporating Change 2, Effective 1 June 2018.

2. The Fires Center of Excellence and Fort Sill (FCoEFS) adheres to Army Military Equal Opportunity (MEO) Compliance Procedure policies. This memorandum serves as the FCoEFS policy for MEO Complaint Procedures – it applies to all members assigned or attached here, on or off duty, and on or off post.

3. Trust, the foundation of Teamwork and Cohesion, is essential in any organization. Even in training, our lives are frequently in the hands of our fellow Soldiers. All Soldiers at the FCoEFS will live the Army Values and the Soldier's Creed. We always treat others with dignity and respect. You are a professional, a professional athlete warrior in a profession of arms, bearing your national colors every day – be proud; train and act like one.

4. Our goal is that the MEO complaint procedures ensure all complaints are addressed in a fair and effective manner. Attempts should always be made to solve MEO complaints at the lowest level.

a. The MEO complaint processing system.

(1) Basis of Complaints.

(a) Discrimination based on race, color, national origin, religion, sex (to include gender identity and pregnancy), and sexual orientation or harassment.

(b) Harassment which includes hazing and bullying (See CG Policy Memorandum #5D).

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SUBJECT: CG Policy Memorandum #5A, Trust, Teamwork and Cohesion – MEO

(c) Discriminatory Harassment based on race, color, national origin, religion, sex (to include gender identity and pregnancy), and sexual orientation or harassment.

(d) Other acts of misconduct that may or may not meet the definitions of the above, yet may violate the dignity and respect of others.

(e) Online misconduct which is the use of electronic communications to inflict harm that include but are not limited to: hazing, bullying, harassment, discriminatory harassment, stalking, retaliation, or any other types of misconduct that undermines dignity and respect.

(2) Types of Complaints.

(a) Anonymous Complaints where the complainant remains unidentified may be handled as either an informal or a formal complaint and entered in MEO database, as such. The commander will determine if sufficient information is provided to proceed as either an informal or formal complaint.

(b) Formal complaint is one that a complainant files in writing using a DA Form 7279 and swears to the accuracy of the information. Formal complaints require specific actions, are subject to timelines, and require documentation of the actions taken.

(c) Informal complaint is one that a Soldier, cadet, or Family member does not wish to file in writing on a DA Form 7279. Informal complaints may be resolved directly by the complainant addressing the offending party, a peer, or another person in or outside the complainant's chain of command or NCO chain of command, or the MEO professional.

5. Prevention of reprisal. DA personnel are prohibited from restricting a Soldier's lawful communication with a Member of Congress or an IG, and from taking acts of reprisal against a Soldier for making, preparing to make, or being perceived as making a protected communication.

a. Reprisal. No person will take an unfavorable personnel action, or withhold or threaten to withhold a favorable personnel action, as a reprisal against a member of the Armed Forces for making or preparing or being perceived as making or preparing to make a protected communication.

6. Prevention of retaliation. No Soldier may retaliate against a victim, an alleged victim, or another member of the Armed Forces based on that individual's reporting or planning to report a criminal offense or discourage the individual from reporting a criminal offense.

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SUBJECT: CG Policy Memorandum #5A, Trust, Teamwork and Cohesion – MEO

a. Retaliation. Any person subject to the UCMJ who wrongfully takes or threatens to take an adverse personnel action, or wrongfully withholds or threatens to withhold a favorable personnel action with the intent to discourage or retaliate against any person for reporting or planning to report a criminal offense, or making, or planning to make a protected communication.


7. FCoEFS Soldiers work to prevent any form of prejudice or harassment. If they hear or see it going on, they quickly intervene to correct the situation and, if appropriate, report it up the chain of command. Although addressing MEO complaints through the chain of command is advised, it will not serve as the only channel to resolve complaints. They can also report it to the alternative agencies of MEO, Inspector General, Religious Services, Provost Marshal, Medical agency, Staff Judge Advocate, or Housing.

8. The ability to effectively address MEO complaints in a fair manner enhances trust in organization. Trust, Teamwork and Cohesion are essential to our readiness and a positive quality of life. FCoEFS leaders will ensure that our command climate at all levels sustains these three important concepts.

9. Commanders and directorates will afford all Soldiers and Civilians the opportunity to attend the Army Heritage Month activities based on mission requirements.

10. This CG Policy Memorandum supersedes CG Policy Memorandum, ATZR-C 21 June 2021, subject: CG Policy Memorandum #5A, Trust, Teamwork, and Cohesion – EO.

11. The point of contact for this memorandum is the MEO office at (580) 442-6968, Building 2442 Crane Ave. The office hours are 0900-1700 and can be reached 24/7 on the MEO Hotline at (580) 483-6648.



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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CG Policy Memorandum #5B, Trust, Teamwork and Cohesion – SHARP

1. References:

- a. Army Regulation 600-20, Army Command Policy, 24 July 2020.
- b. Army Directive 2022-10, Safe-to-report for Victims of Sexual Assault , 06 July 2022

2. The Fires Center of Excellence and Fort Sill upholds all Army prevention of sexual harassment, sexual assault, and treatment of complainant and victims policies. We are committed to the Army's policy of promoting the prevention of sexual harassment, sexual assault, and the appropriate treatment of victims. Our goal is the complete elimination of any form of sexual harassment and sexual assault.

a. Sexual harassment and sexual assault are incompatible with the Army Values and will be not tolerated. We will eliminate these acts through a comprehensive program of awareness and prevention, training and education, victim advocacy, accountability and support through the Sexual Harassment Assault Response Prevention (SHARP) Program.

b. This memorandum serves as the policy letter for these preventative measures. I expect the environment within the Fires Center of Excellence (FCoE) and Fort Sill to be one in which Soldiers care so much about Trust, Teamwork and Cohesion, that they never allow that Trust, Teamwork and Cohesion to fray or disintegrate by allowing any form of sexual harassment or sexual assault to happen. This applies to all members assigned, attached or present for duty at the FCoE and Fort Sill, on or off duty, and on or off post.

3. Trust, the foundation of teamwork and cohesion, is essential in any organization and directly drives our readiness. FCoE and Fort Sill leaders will ensure that our command climate at all levels sustain these three important principles. Even in training, our lives are frequently in the hands of our fellow Soldiers. All Soldiers, Civilians and Family Members at FCoE and Fort Sill must live the Army Values and the Soldier's Creed. We always treat others with dignity and respect. Any instance of someone who is not treated with dignity and respect, or a failure to display adherence to the Army Values, will be immediately addressed and corrected.

4. Sexual harassment is any conduct that involves unwelcome sexual advances, requests for sexual favors, deliberate or repeated offensive comments, and gestures of a sexual nature or use of disparaging and/or sexualized terms. Any person in a supervisory role or command position, who uses or condones implicit or explicit sexual behavior, to control, influence, or affect the career, pay, or job of a Soldier or Civilian employee engages in sexual harassment. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance and creates an intimidating, hostile or offensive working environment. Any form of sexual harassment occurring in person, through electronic communication, including social media and other forms of communication is unacceptable and is not compatible with an environment that fosters Trust, Teamwork and Cohesion. Under SHARP there are three complaint procedures; anonymous, informal and formal. Commanders at all levels will immediately contact the full-time (O-6 level) Sexual Assault Response Coordinator (SARC) when they become aware of a sexual harassment complaint to ensure a coordinated response. Command battle drills are provided in enclosures 1 through 3.

5. Sexual assault is a crime. Sexual assault is intentional sexual contact characterized by use of force, threats, intimidation or abuse of authority or when the victim does not or cannot consent. The term includes a broad category of sexual offenses consisting of the following UCMJ offenses: rape, sexual assault, aggravated sexual contact, abusive sexual contact, or attempts to commit these acts. Under SHARP there are two reporting options for sexual assault: restricted and unrestricted reporting. Command battle drills are provided in enclosures 4 and 5.

6. All personnel have the right to be treated with dignity and respect. Crime victims have the following additional rights: to be reasonably protected from the accused, to be notified of court proceedings, to be present at public court proceedings, to confer with the government attorney on the case, available restitution, and to information about the conviction, sentencing, imprisonment, and release of the offender. This list is not all-inclusive but outlines some of the rights of the victim. IAW Army Directive 2022-10 collateral misconduct is defined as any victim misconduct that might be in times, places, or circumstances associated with the victim's sexual assault incident. In cases of collateral misconduct, commanders are to assess collateral misconduct against aggravating and mitigating circumstances in sexual assault cases. Victims will not be subject to discipline for minor collateral misconduct pursuant to this policy. See Army Directive 2022-10 for determination and examples of minor collateral misconduct.

7. All individuals seeking assistance will be able to do so without fear of retaliation. Retaliation may include reprisal, ostracism, or acts of cruelty, oppression or maltreatment. Retaliation against victims, alleged victims, witnesses, bystanders, SARCs, Victim Advocates (VAs) and first responders will not be tolerated and may be punished under Article 92, UCMJ. Acts of retaliation may be reported to Command, Fort Sill Inspector General's Office (580) 442-3172, the Criminal Investigative Division (580) 442-5404 or the SHARP hotline at (580)-91-SHARP.

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SUBJECT: CG Policy Memorandum #5B, Trust, Teamwork and Cohesion – SHARP

8. All Soldiers, Family Members and DA Civilians can receive assistance from the SHARP Program. Information and assistance provided will be specific to the eligibility of the individual seeking services. Commanders and leaders will ensure medical treatment and counseling, chaplain, legal services, law enforcement, military and civilian protective orders, expedited transfers, a Victim Advocate (VA) and/or Sexual Assault Response Coordinator (SARC) are available to victims and complainants who are eligible for services. Tenant units will receive support through the SHARP program. To reach an advocate 24 hours a day, 7 days a week, please call the Fort Sill SHARP Hotline at (580) 917-4277 or the DoD Safe Helpline at 1-877-995-5247 or visit the SHARP Resource Center, 2913 Custer Road.

9. This policy is punitive, violations may be punished under UCMJ, ART 92. Leaders who fail to address complaints or document sexual harassment and sexual assault may also be subject to punitive and/or adverse administrative action.

10. This CG Policy Memorandum supersedes CG Policy Memo IMSI-EE, subject: Prevention of Sexual Harassment and Sexual Assault and Treatment of Complainant and Victims, CG Policy Memorandum 18-19.

11. The point of contact for this policy is the Installation SHARP Program Manager, (580) 558-0115.



KENNETH L. KAMPER
Major General, USA
Commanding

5 Encls

1. Sexual Harassment Anonymous Complaint Process
2. Sexual Harassment Formal Complaints Process
3. Sexual Harassment Informal Complaints Process
4. Sexual Assault Unrestricted Reports & Independent Investigations
5. Sexual Assault Restricted Reports

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SUBJECT: CG Policy Memorandum #5B, Trust, Teamwork and Cohesion – SHARP

U.S. Army Garrison
Headquarters Detachment
95th Division

Enclosure 1

	<p style="text-align: center;">UNCLASSIFIED</p> <h3 style="text-align: center;">SEXUAL HARASSMENT ANONYMOUS COMPLAINT PROCESS Command Battle Drill</h3> <p>Command notified of an anonymous complaint <u>with</u> sufficient information to conduct an inquiry or investigation</p> <ol style="list-style-type: none">1) O6 Commander will get with O6 level managing SARC to complete a DA Form 7746 with the information provided by the anonymous complaint; the O6 Commander is the complainant on the DA Form 7746.2) The O6 Commander <u>will</u> follow the formal complaint process to conduct the inquiry or investigation. <p>Command notified of an anonymous complaint <u>without</u> sufficient information to conduct an investigation</p> <ol style="list-style-type: none">1) The O6 Commander will complete and sign an MFR and provide a copy to the O6 level managing SARC for record keeping.<ol style="list-style-type: none">a. The MFR should contain the following information if available: date and time the information was received; a detailed description of the facts and circumstances included in the complaint; any other pertinent information.	
<hr/> <p style="text-align: center;">UNCLASSIFIED</p> <p style="text-align: right;">Reviewed/Updated August 2022</p> <p style="text-align: center;">FRONTIER LIVING...#LIVINGNEWFRONTIERS</p>		


Enclosure 2



UNCLASSIFIED

SEXUAL HARASSMENT FORMAL COMPLAINTS PROCESS

Command Battle Drill




Brigade Commander receives the formal complaint and will determine at what level a thorough investigation can be achieved

- 1) Formal complaint initiated by a signed DA Form 7746 within 60 calendar days from the date of aggravating behavior.
- 2) An officer swears the complainant to their statement on the DA Form 7746.
- 3) The BDE Commander acknowledges receipt of the complaint and within 72 hours will initiate an inquiry or a 15-6 investigation, appoint an IO from outside the BDE (or BN if trainee on trainee in 434 FA BDE), IAW CG Policy #6B and implement a retaliation prevention plan.
- 4) GCMCA is notified by the O6 Commander within 72 hours of receipt of complaint (TRADOC units submit an SIR IAW USAFCoEFS 1-8)
- 5) IO meets with legal and full time CONSULTING SARC (separate from the SARC that took the complaint) and conducts the investigation to be completed within 14 calendar days after the date on which the investigation is initiated.
- 6) O6 Commander updates the GCMA with a final or progress report within 20 calendar days of investigation initiation.
- 7) If investigation continues beyond 14 days, progress reports will be sent to the GCMA every 14 days until completion.
 - 1) O6 Commander will also update named complainants on the progress of the investigation every 14 days from the date of complaint receipt until the case is closed.
 - 2) O6 Commander will provide the complainant information about the status and outcomes of the complaint. For example, who is investigating, projected completion date, inquiry/investigation findings, and, upon command decision, a substantiated or unsubstantiated determination.
- 8) Consulting SARC will remain available to the IO for consultation and assistance throughout the investigation.
- 9) IO provides packet to legal and they provide a review memo to Command of the inquiry or 15-6 investigation process.
- 10) Appointing authority will decide to investigate further, approve or disapprove all or part of the findings and recommendations and inform the complainant(s) and subject in writing and the BDE SARC.
- 11) O6 Commander will provide a final report to the GCMCA and the SHARP Program Manager/Lead SARC including the appointing authority's actions taken on the findings and recommendations.

Reviewed/Updated August 2022

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Enclosure 3



UNCLASSIFIED

SEXUAL HARASSMENT INFORMAL COMPLAINT PROCESS

Command Battle Drill




Command notified of an informal complaint and initiates an inquiry or a 15-6 with SHARP support

- 1) Commander will immediately notify the O6 level managing SARC to ensure support to the complainant and ensure an IO is appointed IAW CG Policy 6B.
- 2) Commander will initiate an inquiry or 15-6 investigation. The SARC will meet with the complainant to see if they want to complete a DA Form 7746 to make a formal complaint since Command is initiating an inquiry or 15-6 (similar to the independent investigation process for sexual assault cases).
 - a. If the complainant completes the DA Form 7746 the formal complaint process will be followed.
 - b. If complainant declines to fill out DA Form 7746, the formal complaint process will be followed with O5 Commander as the complainant.
- 3) O6 level managing SARC completes ICRS input as a formal complaint within 3 calendar days with the O5 Commander as the complainant.
- 4) O6 level managing SARC will advise O6 Commander of GCMCA update initially at 20 days and thereafter every 14 days until complete.

Reviewed/Updated August 2022

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Enclosure 4




UNCLASSIFIED

SEXUAL ASSAULT

UNRESTRICTED REPORTS & INDEPENDENT INVESTIGATIONS

Command Battle Drill




- 1) Notify O6 level SARC, SJA and CID if contact was penetrative OR contact was made on the vulva, penis, scrotum, anus, groin, breast, inner thigh or buttocks, OR your servicing trial counsel recommended you call CID. Victims may be eligible for a restricted report despite Command knowledge of a sexual assault (DoDI 6495.02 vol1).
- 2) Notify higher-level command (O6 CDR will notify CG).
- 3) Ensure victim is notified and offered services.
- 4) Complete a Serious Incident Report IAW USAFCEFS Regulation 1-8.
- 5) Separate victim and subject (no contact order, duty location).
- 6) Ensure victim is notified of right to expedited transfer and/or possible transfer of alleged perpetrator.
- 7) Issue order to subordinates to: (1) limit information on incident only to personnel with need to know; (2) immediately report any allegations of retaliation or intimidation of victim/witnesses; and (3) protect victim privacy.
- 8) If victim is assessed to be in a high-risk situation, convene a High Risk Response Team (HRRT) IAW AR 600-20.
- 9) Ensure O5 completes the Sexual Assault Incident Response Oversight (SAIRO) Report (within 8 calendar days of notification of an unrestricted report or an independent investigation) IAW AR 600-20.
- 10) Provide monthly victim update within 72 hours after the CMG/SARB convenes.
- 11) Commanders will identify and develop a plan for victims, witnesses, bystanders, SARCs, VAs or first responders who experienced any retaliation or reprisal due to an unrestricted report of sexual assault and forward the plan to the CG IAW AR 600-20.
- 12) Complete DA Form 4833 after disposition is complete.

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Reviewed/Updated August 2022

Enclosure 5




UNCLASSIFIED

SEXUAL ASSAULT

RESTRICTED REPORTS

Command Battle Drill



- 1) SARC or VA receives a restricted report of sexual assault.
- 2) O6 level SARC completes a Restricted Sexual Assault Report (RSAR) after a completed DD form 2910 and distributes it to the BDE CDR and Installation SARC.
- 3) O6 Commander will send RSAR to CG, SHARP Program Manager/Director and Installation SARC within 24 hours of the restricted report.

- SIRs are never to be used in restricted sexual assault cases. The IOC does not receive information on restricted reports.
- HHQ receives information on restricted reports from the Defense Sexual Assault Incident Database (DSAID).

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ATZR-C

AUG 23 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CG Policy Memorandum #5C, Trust, Teamwork and Cohesion – Equal Opportunity and Accommodations for Individuals with Disabilities

1. References:

- a. The Rehabilitation Act of 1973, as amended.
- b. The Americans with Disabilities Act (ADA) of 1990 and ADA Amendments Act of 2008.
- c. Army Regulation 690-12, Equal Employment Opportunity and Diversity, 12 December 2019.
- d. Memorandum, Assistant Secretary of Defense for Readiness and Force Management, 3 June 2013, subject: Access for Individuals with Disabilities to Department of Defense Group Events.

2. Policy: We are fully committed to ensuring all Fort Sill employees and applicants for employment have full access to equal employment opportunity, to include individuals with disabilities. Under the law, all Fort Sill organizations have a responsibility to provide reasonable accommodations to qualified employees or applicants with disabilities when possible, unless doing so would cause undue hardship to the organization. In addition, DoD policy (reference 1d) requires accessibility and accommodations be provided for attendees and participants of both internal and public group events when requested (e.g., providing a sign language interpreter).

3. Procedures: All military and civilian leaders to fully comply with the requirements of the Rehabilitation Act of 1973 and the ADA as detailed in the Army Procedures for Providing Reasonable Accommodation (reference 1c). Appendix C of AR 690-12 provides the Army policy for processing requests for reasonable accommodations from individuals with disabilities. Every effort should be made to process requests for reasonable accommodations in a prompt and efficient manner. Supervisors with decision making authority must consult directly with the installation Disability Program Manager and the Equal Employment Office at (580) 442-2718 and the servicing Civilian Personnel Advisory Center at (580) 442-2017 prior to denying a request for accommodation or the particular accommodation request. Decision makers must also obtain legal review from


ATZR-C

SUBJECT: CG Policy Memorandum #5C, Trust, Teamwork and Cohesion – Equal Opportunity and Accommodations for Individuals with Disabilities

the Office of the Staff Judge Advocate prior to denying a reasonable accommodation or the particular accommodation requested.

4. This CG Policy Memorandum supersedes CG Policy Memorandum, ATZR-C, 18 January 2018, subject: Providing Reasonable Accommodations for Individuals with Disabilities, CG Policy Memorandum 18-23.

5. The point of contact for this memorandum is the MEO office at (580) 442-6968, Building 2442 Crane Ave. The office hours are 0900-1700 and can be reached 24/7 on the MEO Hotline at (580) 483-6648.



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Major General, USA
Commanding

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AUG 23 2022

ATZR-C

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CG Policy Memorandum #5D, Trust, Teamwork and Cohesion – No Hazing or Bullying Here

1. Reference.

- a. Army Regulation 600-20, Army Command Policy, 24 July 2020.
- b. Department of Defense (DOD) Instruction 1020.03, Harassment Prevention and Response in the Armed Forces, 8 February 2018. Incorporating Change 1, Effective 29 December 2020.

2. Policy. All persons are expected to treat one another with dignity and respect. Soldiers who violate this policy may be subject to punishment under the UCMJ. We are committed to the Army's policy of promoting the fair and equitable treatment of all persons through the prevention of incidents involving hazing and bullying. This policy applies to all Soldiers, Family Members, and DA Civilians at the Fires Center of Excellence and Fort Sill (FCoEFS).

3. Procedures.

- a. Individuals are responsible for advising their command of unlawful discrimination or harassment and providing the command an opportunity to take appropriate action to resolve issues.
- b. Discrimination, Discriminatory Harassment, Other acts of Misconduct or Online Misconduct.
- c. Harassment which includes hazing and bullying.

(1) Hazing is a form of harassment that includes conduct through which Soldiers or DA Civilian employees (who haze Soldiers), without proper military authority or other governmental purpose but with a nexus to military service, physically or psychologically injures or creates a risk of physical or psychological injury to Soldiers for the purpose of: initiation into, admission into, affiliation with, change in status or position within, or a condition for continued membership in any military or DA Civilian organization. Hazing can be conducted through the use of electronic devices or communications, and by other means including social media, as well as in person.

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SUBJECT: CG Policy Memorandum #5D, Trust, Teamwork and Cohesion – No Hazing or Bullying Here

(a) Hazing is evaluated by a reasonable person standard and includes, but is not limited to, the following when performed without proper military authority or other governmental purposes

(b) Any form of initiation or congratulatory act that involves physically striking, beating, paddling, whipping, or burning another person in any manner or threatening to do the same;

(c) Pressing any object into another person's skin, regardless of whether it pierces the skin, such as "pinning" or "tacking on" of rank insignia, aviator wings, jump wings, diver insignia, badges, medals, or any other object

(d) Oral or written berating of another person with the purpose of belittling or humiliating;

(e) Encouraging another person to engage in illegal, harmful, demeaning, or dangerous acts;

(f) Playing abusive or malicious tricks;

(g) Excessive physical exercise;

(h) Confinement to restricted areas, isolation, or sleep-deprivation;

(i) Immersion in noxious substances;

(j) Branding, handcuffing, duct taping, tattooing, shaving, greasing, or painting another person;

(k) Subjecting another person to excessive or abusive use of water; and

(l) Forcing another person to consume food, alcohol, drugs, or any other substance.

(2) Bullying is a form of harassment that includes acts of aggression by Soldiers or DA Civilian employees, with a nexus to military service, with the intent of harming a Soldier either physically or psychologically, without proper military authority or other governmental purpose. Bullying is the exposure of an individual or group to physical and/or emotional aggression with the intent to cause distress or harm. Bullying may involve the singling out of an individual from his or her coworkers, or unit, for ridicule because he or she is considered different or weak. It often is indirect or subtle in nature and involves an imbalance of power between the aggressor and the victim. Bullying can

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SUBJECT: CG Policy Memorandum #5D, Trust, Teamwork and Cohesion – No Hazing or Bullying Here

be conducted through the use of electronic devices or communications, and by other means including social media, as well as in person.

(a) Bullying is evaluated by a reasonable person standard and includes, but is not limited to, the following when performed without a proper military authority or other governmental purpose:

(b) Physically striking another person in any manner or threatening to do the same;

(c) Intimidating, teasing, name calling, mockery, threats of violence, harassment, taunting, social exclusion, isolating, manipulating, blackmailing, and spreading rumors in which there is often a power differential, whether by rank, position, physical stature, social standing or other measures, between the aggressor (one or more) and the victim (one or more);

(d) Oral or written berating of another person with the purpose of belittling or humiliating;

(e) Encouraging another person to engage in illegal, harmful, demeaning, or dangerous acts;

(f) Playing abusive or malicious tricks;

(g) Branding, handcuffing, duct taping, tattooing, shaving, greasing, painting, hitting, spitting, shoving another person;

(h) Subjecting another person to excessive or abusive use of water;

(i) Forcing another person to consume food, alcohol, drugs, or any other substance; and

(j) Degrading or damaging another's property or reputation.

(k) Soliciting, coercing, or knowingly permitting another to participate, solicit or coerce such conduct, may be considered bullying. Soldiers will be held responsible for an act of bullying even if there was actual or implied consent from the victim, without regard to the Service, rank status, or position of the victim.

4. FCoEFS Soldiers work to prevent any form of prejudice or harassment. If they hear or see it going on, they quickly intervene to correct the situation and, if appropriate, report it up the chain of command. Or they report it to the alternative agencies of MEO, Inspector General, Religious Services, Provost Marshal, Medical agency, Staff Judge Advocate, SHARP, or Housing.

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SUBJECT: CG Policy Memorandum #5D, Trust, Teamwork and Cohesion – No Hazing or Bullying Here

5. Although addressing MEO complaints through the chain of command is advised, it will not serve as the only channel to resolve complaints. Commanders ensure that anyone can present an MEO complaint without fear of threats, intimidation, or adverse action. Reprisal or Retaliation against an individual with an MEO complaint will not be tolerated.

6. The ability to effectively address MEO complaints in a fair manner enhances trust in organization. Trust, Teamwork and Cohesion are essential to our readiness and a positive quality of life. FCoEFS leaders will ensure that our command climate at all levels sustains these three important concepts.

7. This CG Policy Memorandum supersedes CG Policy Memorandum, ATZR-C 21 June 2021, subject: CG Policy Memorandum #5 D, Trust, Teamwork and Cohesion – No Hazing or Bullying Here

8. The point of contact for this memorandum is the MEO office at (580) 442-6968, Building 2442 Crane Ave. The office hours are 0900-1700 and can be reached 24/7 on the MEO Hotline at (580) 483-6648.



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ATZR-C

AUG 23 2022

MEMORANDUM FOR DISTRIBUTION

SUBJECT: CG Policy Memorandum #5E, Trust, Teamwork and Cohesion – At-Risk Behavior Mitigation Review

1. Purpose. This policy is applicable to all military personnel under the Senior Commander's operational control on Fort Sill. This policy defines the Fort Sill Personnel Risk Reduction Policy and Command responsibilities.

2. This policy does not pertain to any actions or requirements associated with the following:

a. Sexual Assault Review Board (SARB) High Risk Response Team (HRRT), in accordance with Army Regulation 600-20, 24 July 2020.

b. Behavioral Health At-Risk Case Tracking (ARCT) enrollment and tracking requirements outlined in OTSG/MEDCOM Policy Memorandum 21-011, dated 09 February 2021.

3. Definitions.

a. **Low-Risk.** Soldier has no significant issues or issues for which he/she is receiving appropriate support. Potential for adverse outcomes appears to be low.

b. **Moderate-Risk.** Behaviors or concerns that place the Soldier at-risk of serious problems if not addressed through appropriate actions; Soldier exhibiting a pattern of serious risk taking behavior.

c. **High-Risk.** Behaviors or concerns that potentially place the Soldier or others in danger or harm's way; life threatening risk-taking behavior or jeopardizing team members' safety.

4. Policy. All leaders are responsible and accountable for safety. All Commanders, leaders and supervisors will encourage help-seeking behaviors at all levels.

a. Battalion and below Commanders meet monthly with subordinate leaders and associated professionals to review risk behaviors and mitigation strategies for all personnel where appropriate. Special emphasis is taken with those identified as moderate or high risk.

ATZR-C

SUBJECT: CG Policy Memorandum #5E, Trust, Teamwork and Cohesion – At-Risk Behavior Mitigation Review

b. O-6 level Commanders/Directors conduct a review of all moderate and high risk personnel quarterly through the use of the unit Health Promotion Team (uHPT) process.

c. My intent is that any Soldier identified as a potential harm to themselves or a harm to others will be monitored as moderate or high risk for a minimum of twelve months (or through upcoming battery-level change of command) following a significant incident and will be cleared by behavioral health before downgrading risk.

d. Command teams at all levels provide face-to-face overviews of all moderate and high risk personnel to incoming command teams in order to maintain visibility and continuity of care.

e. Brigade commanders are the sole decision authority to downgrade moderate and high risk personnel. This authority cannot be delegated.

5. Samples of optional formats of "Soldier Risk Review Cards" can be found at the enclosures 1 thru 4.

6. The point of contact for this memorandum is the Community Ready and Resilient Integration office at (580) 558-0113.

4 Encls

1. Soldier Risk Review Card Example 1
2. Soldier Risk Review Card Example 2
3. Soldier Risk Review Card Example 3
4. Soldier Risk Review Card Example 4



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Encl 1: SOLDIER RISK REVIEW CARD EXAMPLE

Soldier Name	SSG Snuffy, Joseph (LAST FOUR: 1234)
Date Identified as risk	January 2021
Risk Level	High
Age/Gender/MOS/TIS	23/Male/13B/3 years
# of Deployments	1
Presenting Concerns	Has concerns of suicidal ideations, received life changing medical news that could impact mental state and increase thoughts of suicide.
Past Stressors	Few social contacts, made statements about committing suicide, referred to Southwest because of thoughts of suicide, medical concerns, ETS from the military, job responsibility.
Past Interventions	Referred and cleared by Some County Medical Center, leadership checking in on Soldier/calling regularly, saw behavior health, removed from position to reduce job stress and allow for time for preparing to ETS, holding firearms in the Battery Arms Room.
Current Plan	Continue contact from leaders, continue to urge Soldier to make BH appointments, continue to hold onto fire arms. Behavior Health has lowered SSG Snuffy to Low Risk per ARCT, has shown improvements.
Criteria for Removal	ETS November 2021

EXAMPLE

Encl 2: SOLDIER RISK REVIEW CARD

Insert Photo
(if available)

DATE REVIEWED	RISK LEVEL
19 Jul 21	Moderate

RISK FACTOR		RISK FACTOR	
BH Diagnosis	X	Court Martial	X
Anger Issues		UCMJ	
Relationship		Civilian Legal	
Family		Medical Issues	X
Financial		MEB	X
Unit / Work		APFT Failure	
Substance Abuse		Exceeds HT-WT	
Chapter Action		Rank Reduction	
Self Esteem		Alcohol	
Suicide Event		POWs	

Soldier Info (ERB/ORB Data)

Position: Surplus Soldier
 TIS: 10 Years 8 months
 Race: Caucasian
 Gender: Male
 Age: 31
 Flag: MA
 Security Clearance: Revoked
 Marital Status: Divorced
 Dependents: 0
 Accompanied: No
 Residence: Off post (1508 Name Street, Lawton OK 73501)
 CoC Home visit: N/A

Action Plan:

• Seeking Counseling/Daily touchpoints w/ SM.
 • Recommendation: Continue to monitor closely.

☒ High
 ☐ Moderate
 ☐ Low

Background Information:

Commander Assessment:
 Causes:
 Medical: Completed MEB
 Red Meds/Narcotics: Hydroxyzine, fluoxetine, Nortriptyline, Prazosin, Viagra, lidocaine patch, Diclofenac Sodium topical gel
 Stressors/ Indicators: Anger issues, gets upset over self admitted trivial things. He just lost his mother 02-April-2021. February 2021 SM lost his brother in-law.
 POW: Yes; secured in off-post residence

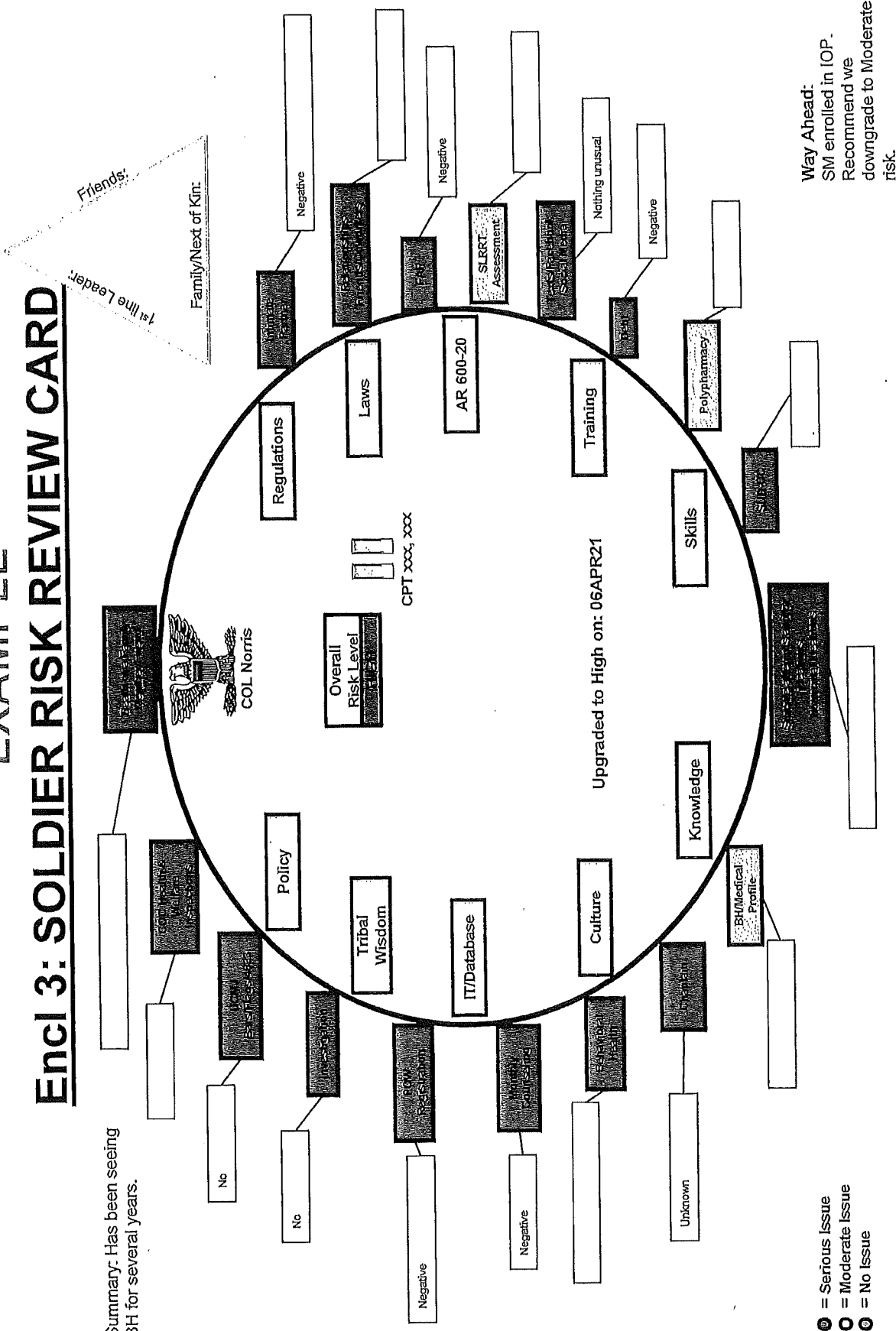
Work Status:

Supervisor:
 MSG Sergeant
 Battle Buddy:
 SFC Officer/ SSG Friend
 CDR:
 CPT Person
 1SG:
 1SG People
 ETS: 20220930
 Performance:
 Works well

EXAMPLE

Encl 3: SOLDIER RISK REVIEW CARD

Summary: Has been seeing BH for several years.



Age/Gender/MOS/TIS/Deployments: 21/M/13B/2y4m/0

Marital Status/Children & Ages: Single/0

ENGLA SOLDIER RISK REVIEW CARD

EXAMPLE

As of DD MM YY

Risk Level		Retain		Chapter Action		Transitions		Date		Medical Overview			
L	M	H	XH	N	Y	Marriage		DD	MM	YY	Profile: broke back in car accident (as of date)		
Type of Risk						Child Birth		DD	MM	YY			
Substance Abuse, Safety violations						Divorce/Sep							
						Death of FM							
						Change Unit		DD	MM	YY	PT-RAHC	0900-1130 Tues (1X/wk)	Hydrocodone for Pain
						MEB/MMRB		DD	MM	YY	Sleep Clinic-RAHC	Weekly check	Ambien for Sleep
						Chapter		DD	MM	YY	MFLC	Fridays	n/a
Photo						ETS/Retire		DD	MM	YY			
PFC Doe, John O						Prolonged Stress		Previous Incidents					
						Career Failure		Discipline				Reduced in rank	
						Relationship Failure		Behavioral				ASAP, BH, FAP	
						Financial Trouble		Investigations				DV, Possession (paraphernalia)	
						Legal Trouble							
Deploy Hist						2010-2011		Leader Engagement Summary (Plan of Action)					
Address						123 Somerod Blvd, City, State 98765							
Phone						123-456-7890		Date					
Spouse						Doe, Jane		Control Person					
#Children						1 Names Julie (5y)		DD MM YY					
Background								S1, CPT Blue					
ACFT						Pass		SJA & S1					
Profile						Date 21 Aug 11		Surg, MAJ Purple					
H/W Chk						Date 13 Nov 11		Chapter Physical					
Leader Comments								Risk Timeline					
Physical								DD MM YY					
Emotional						Dealing with loss of marriage		Attempted suicide in Iraq after daughter's death					
Social								DD MM YY					
Family						Divorce filed while deployed		Domestic Violence (72 hr No Contact)					
Spiritual						Loss of faith		Domestic Violence (72 hr No Contact)					
Tactical								One car accident, totaled car in VA (unauthorized leave)					
Risk Trend								DD MM YY					
Drastic Decrease								Positive UA					
Gradual Decrease								Stable					
Gradual Increase								Gradual Increase					
Drastic Increase								Drastic Increase					



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AUG 23 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CG Policy Memorandum #6A, Command Response to Incidents of Domestic Violence

1. References.

- a. Army Regulation (AR) 608-18, The Army Family Advocacy Program, 30 October 2007.
- b. AR 190-45, Law Enforcement Reporting, 27 September 2016
- c. DoD Instruction 6400.06, DOD Coordinated Community Response to Domestic Abuse Involving DoD Military and Certain Affiliated Personnel, 15 December 2021, incorporating Change 1, 10 May 2022
- d. DoD Instruction 6490.4, Mental Health Evaluation of Members of the Armed Forces, 4 March 2013
- e. Domestic Violence Amendment to the Gun Control Act of 1968 (18 U.S.C §922), the Lautenberg Amendment
- f. 18 U.S.C. §921(a)(33)(A)

2. Our military community is not immune from domestic violence. Commanders have a vital role in the coordinated community response to domestic abuse. I expect commanders to respond to all reports of domestic violence and encourage you to use the resources available within our community to assist with these matters. An appropriate response includes, but is not limited to, the requirements listed below.

3. Pursuant to 18 U.S.C. §921(a)(33)(A), domestic violence as applicable to the Lautenberg Amendment is defined as: An offense that involves the use or attempted use of physical force, or threatened use of a deadly weapon committed by a current or former spouse, parent, or guardian of the victim; by a person with whom the victim shares a child in common; by a person who is cohabiting with or has cohabited with the victim as a spouse, parent, or guardian; or by a person who was similarly situated to a spouse, parent, or guardian of the victim. Similarly, AR 190-45, Paragraph 4-16 defines domestic violence as including the use, attempted use, or threatened use of force or violence against a person or a violation of a lawful order issued for the protection of a person, who is (a) a current or

ATZR-C

SUBJECT: CG Policy Memorandum #6A, Command Response to Incidents of Domestic Violence

former spouse; (b) a person with whom the abuser shares a child in common; or (c) a current or former intimate partner with whom the abuser shares or has shared a common domicile.

4. Unit commanders will take the actions listed in Enclosure 1, Domestic Violence Checklist, when you become aware of an allegation of domestic violence involving a member of your command. All commanders will sign the checklist, maintain a copy in the Soldier's counseling file and forward a copy to the assigned unit Military Justice Advisor from the Office of the Staff Judge Advocate. If the commander becomes aware that an allegation of domestic violence involves a weapon, injury to a victim, or a threat to injure the victim, the commander will refer the Soldier to Community Behavioral Health Services for an assessment.
5. Unit commanders will issue a Military Protective Order (DD Form 2873) to safeguard victims, quell disturbances, and maintain good order and discipline by providing victims time to pursue protective orders through the civilian courts or to support existing civilian orders of protection. Unit commanders will provide copies of the signed Military Protective Order to the Soldier, the protected person, the Fort Sill Police (phone: 442-2103) and their assigned Military Justice Advisor.
6. If a civilian court issues any protective or restrictive order against a Soldier for service on Fort Sill, the Civil Liaison Office or Desk Sergeant, Fort Sill Police will immediately notify the unit's first sergeant or commander who will make the Soldier available for the service.
7. The actions listed in Enclosure 1 are the minimum actions required of commanders in these situations. Nothing in this policy memorandum precludes a commander from taking any other lawful action deemed appropriate. These protective measures are designed to safeguard members of the military community while the case is assessed by Social Work Services and investigated by the Fort Sill Military Police or Criminal Investigation Division and, when deemed appropriate, adjudicated through administrative or judicial processes.
8. Commanders will ensure all Soldiers are aware of the content and effect of the Lautenberg Amendment, as implemented in Army Regulation 600-20, paragraph 4-23. Under the Lautenberg Amendment, many Soldiers with a qualifying conviction for domestic violence are incapable of performing their assigned duties. If a commander knows or has reasonable cause to believe that a Soldier has a qualifying conviction, the commander must consult with their servicing Military Justice Advisor and take all reasonable action to investigate. The commander must also immediately retrieve all Government issued firearms and ammunition from the Soldier. A commander at any level may initiate the investigation by ordering the Soldier to complete DD Form 2760 (Qualification to Possess Firearms or Ammunition). Soldiers with qualifying convictions must be identified and reported to HQDA to ensure compliance with the law. Soldiers who have or may have a qualifying conviction should be referred to a legal assistance attorney. A legal assistance attorney will be

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available to assist the Soldier in seeking expungement of a qualifying conviction or a pardon, and to provide guidance on lawful disposal or sale of any privately owned firearms and ammunition. Individuals with qualifying convictions will not be assigned individual weapons or ammunition. Soldiers will be given a reasonable time to seek expungement of or to obtain a pardon for a qualifying conviction and may extend up to one year for that purpose upon consideration of the factors outlined in AR 600-20, paragraph 4-22(c)(8)(a through l).


9. This policy applies to all Soldiers assigned to Fort Sill units, commands, tenant units, and activities.

10. This CG Policy Memorandum supersedes CG Policy Memorandum, ATZR-C, 6 March 2019, subject: Command Response to Incidents of Domestic Violence, CG Policy Memo 18-05.

11. The point of contact for this memorandum is the Office of the Staff Judge Advocate,, Chief, Military Justice, (580) 442-3900.

Encls

1. Domestic Violence Checklist



KENNETH L. KAMPER
Major General, USA
Commanding

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SUBJECT: CG Policy Memorandum #6A, Command Response to Incidents of Domestic Violence

Domestic Violence Checklist

Upon notification or discovery of any incident or credible allegation of domestic violence, commanders will immediately take the following steps:

Date of Incident: _____ Date MPO Issued: _____

_____ 1. If recommended, requested, or needed, refer the victim(s) to the medical treatment facility.

_____ 2. If the incident has not been reported to law enforcement, report the incident to the Fort Sill Police at 911.

_____ 3. Notify Medical Activity, Social Work Services at (580) 558-3600. During nonduty hours, call (580) 704-5022 and ask for the on-call social worker.

_____ 4. In any alleged incident of domestic violence involving a weapon, injury to a victim, or threat to kill self and/or victim, refer the Soldier to Community Behavioral Health Services for an evaluation located in Building 2442 and can be reached at (580) 442-4832/4833/4351.

_____ 5. Contact the assigned unit Military Justice Advisor for legal guidance and any questions concerning the issuance of a Military Protective Order.

_____ 6. Order the Soldier to move into the barracks for a minimum of 72 hours. This "cooling off" period allows the law enforcement and social service agencies time to respond to any safety concerns of the victim and protects all involved in the altercation. Once this verbal order has been given, put the order to paper using the MPO. Issue an MPO (DD Form 2873) and within 24 hours forward a copy of the signed MPO to the victim, Provost Marshal's Office, and Military Justice Advisor. Ascertain if there is a restraining order or "condition of release" order from a civilian court and ensure the Soldier complies with the order.

_____ 7. Contact the Family Advocacy Domestic Abuse Victim Advocacy Hotline (580) 574-0871 to ensure the victim is aware of the programs and policies that provide support and protection. Identify any immediate safety concerns and assist in the resolution of these concerns with the Family Advocacy Victim Advocate Program.

_____ 8. Reassess the situation at the end of the 48 hour period, and determine if the above restrictions should be modified or canceled. In special circumstances, such as an unfounded report, a commander in the grade of lieutenant colonel or above may allow the Soldier to return to his or her off-post residence earlier than 48 hours.

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____ 9. Notify the Fort Sill Victim Witness Liaison through the Office of the Staff Judge Advocate, (580) 442-3900. Ensure the victim has been informed of all rights to assistance through the Victim Witness Assistance Program. Ensure the victim has been counseled using DD Form 2701 IAW AR 27-10, chapter 18.

____ 10. Document the measures taken, the date they were taken and determine if other measures (e.g., command referral to mental health, counseling, etc.) are appropriate. Forward a copy of all documents to the Military Justice Advisor.

____ 11. The commander or first sergeant will participate in the case review committee process to provide information and learn the disposition of the case and any treatment recommendations the Soldier must complete.

Forward checklist to—

	Date
Soldier's Counseling File	
Military Justice Advisor	

Forward MPO to—

	Date
Unit Military Justice Advisor	
Fort Sill Police	
Family Advocacy Program Manager	
Chief of FAP Social Work Services	
Victim	
Offender	

Soldier (printed name & rank)

Soldier (signature)

Commander (printed name & rank)

Commander (signature)



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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CG Policy Memorandum #6B, Appointment of Investigating Officers to Conduct Sexual Harassment Complaint Investigations

1. References:

- a. Report of the Fort Hood Independent Review Committee, 6 November 2020
- b. Title 10, U.S. Code, Subtitle A, Part II, Chapter 47 (Uniform Code of Military Justice), Articles 90 and 92
- c. Department of Defense (DoD) Instruction 6400.06 (Domestic Abuse Involving DoD Military and Certain Affiliated Personnel), 15 December 2021, incorporating Change 1, 10 May 2022
- d. Army Regulation (AR) 15-6 (Procedures for Administrative Investigations and Boards of Officers), 1 April 2016
- e. AR 190-45 (Law Enforcement Reporting), 24 July 2020
- f. AR 600-20 (Army Command Policy), 24 July 2020
- g. Army Directive 2021-16 (Immediate Actions to Improve the Sexual Harassment/Assault Response and Prevention Program)

2. Purpose. This Policy implements immediate modifications to the Sexual Harassment/Assault Response and Prevention (SHARP) Program as required by Army Directive 2021-16, Immediate Actions to Improve the Sexual Harassment/Assault Response and Prevention Program (Reference 1.g).

3. Applicability. The provisions of this policy apply to the Regular Army, U.S. Army Reserve, and members of the Army National Guard of the United States, when on active duty Title 10 orders for 30 days or more, under the jurisdiction of the Fires Center of Excellence and Fort Sill.

4. Procedures. Sexual Harassment complaint investigations.

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SUBJECT: CG Policy Memorandum #6B, Appointment of Investigating Officers to Conduct Sexual Harassment Complaint Investigations

a. Effective immediately, if sufficient information exists to permit the initiation of an investigation, commanders will appoint IOs as follows:

(1) 434 Field Artillery Brigade. Trainees are in the unit for approximately ten weeks. Therefore, cases in which the allegations are between Trainees, and where no permanent party are implicated, the concerns of the Fort Hood Report, Discussed at paragraph two above, are significantly reduced. Accordingly, in the 434th Field Artillery Brigade in cases of allegations by Trainees against Trainees, the IO is not required to be from outside of the brigade; however, in keeping with the intent of Army Directive 2021-16, The IO must be from outside the battalion of the subject Trainee.

(2) Advanced Individual Training (AIT). The 428th Field Artillery Brigade and the 30th Air Defense Artillery Brigade will provide cross support for IOs outside of the subject's brigade in cases of allegations by AIT Trainees against AIT Trainees.

(3) Permanent Party. In all other cases in which permanent party are identified as subject or complainant, brigades will independently coordinate cross support for IOs outside of the subject's brigade. The Chief of Staff, Fires Center of Excellence and Fort Sill will resolve any difficulties.

b. IOs must meet qualifications specified in AR 15-6, Chapter 2

c. While the Brigade Commander retains discretionary authority, generally in most cases, the battalion is the appropriate appointing level.

d. Investigations will be conducted under the provisions of AR 600-20, Chapter 7, Sexual Harassment/Assault Response and Prevention.

(1) The appointed IO will make contact with the SARC listed on page one of the DA Form 7746, or the appointing authorities' Brigade SARC on a command initiated investigation (referenced as the managing SARC). IAW AR 600-20, the managing SARC will provide the IO additional documentation; explain required updates needed during and after the investigation; the differences with the managing SARC and consulting SARC roles and responsibilities; and provide a referral with contact information to the consulting SARC.

(2) Appointed IO's will initiate contact with the Brigade SARC to inform them that they will be active within that brigade.

e. Updates on the progress of the sexual harassment investigation and/or inquiry will be sent to the appointing authority by the individual in possession of the sexual harassment investigation packet. The appointing authority will send updates, using the 7W format IAW USAFCEFS Regulation 1-8, through the chain of Command to the Commanding General IAW AR 600-20, courtesy copy the SHARP Program

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SUBJECT: CG Policy Memorandum #6B, Appointment of Investigating Officers to Conduct Sexual Harassment Complaint Investigations

Manager/Lead SARC. The first update is required within 20 calendar days from the appointment of the IO and subsequently every 14 days until completion of adjudication. Commanders will forward final investigative reports to the GCMCA including the appointing authority's actions taken on the findings and recommendations.

f. Sexual harassment complaint investigations will comply with processing timelines established by AR 600-20. When the investigation is returned to the commander for adjudication, the commander must coordinate with the managing SARC to ensure the Complaint notification process, part V of DD Form 7746, is completed and a copy of the investigation packet is provided to the managing SARC.

5. Exceptions. Exceptions to this policy require approval from the Chief of Staff, Fires Center of Excellence and Fort Sill.

6. The point of contact is the Chief of Staff, Fires Center of Excellence and Fort Sill, (580) 442-3005.



KENNETH L. KAMPER
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SHARP Appointment Letter Template

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CG Policy Memorandum #6C, Commander's Fraternization Policy

1. References.

- a. Army Regulation 600-20, Army Command Policy, dated 24 July 2020.
- b. TRADOC Regulation 350-6, Enlisted Initial Entry Training Policies and Administration, dated 9 August 2019.

2. Policy. In accordance with the above references, relationships not required by Fort Sill's training mission between instructors or Permanent Party Service Members at Fort Sill and Student/Trainees of any rank are strictly prohibited.

3. Inappropriate relationships between Instructors or Permanent Party Service Members and Students/Trainees include, but is not limited to, dating, sharing living accommodations, intimate or sexual relationships, or other nonprofessional social contact. Specific inappropriate contact includes, but is not limited to, writing letters, sending text messages or emails, exchanging personal communications on social media, or having telephone conversations that is unrelated to the training mission – attempts to establish relationships with Students/Trainees through any means is prohibited. Instructors/Permanent Party Soldiers are not permitted to contact, socialize, or otherwise interact with Students/Trainees outside of the performance of normal duty requirements.

4. This policy is punitive in nature. Failure to comply may result in adverse administrative action or non-judicial or judicial punishment under the Uniformed Code of Military Justice.

5. Exceptions. In accordance with AR 600-20 paragraph 4-15(d)(2)(d), exceptions may be granted for relationships that existed prior to the trainee starting formal training, and for certain family relationships. Only the Permanent Party member's and Trainee's commanders in the rank of MAJ or above, have the authority to approve these exceptions. Higher level commanders may withhold this authority from subordinate commanders. Permanent Party Personnel and Trainees must request the exception in writing to their commander. All exceptions will be documented on DD Form 2982 and DA form 2983, as applicable.

6. This CG Policy Memorandum supersedes CG Policy Memorandum, ATZR-C, 18 January 2018, subject: Commander's Fraternization Policy, CG Policy Memo 16-10.

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SUBJECT: CG Policy Memorandum #6C, Commander's Fraternization Policy

7. The point of contact for this memorandum is the Fires Center of Excellence and Fort Sill G1/G4 at (580) 442-1072.



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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CG Policy Memorandum #6D, Use or Possession of Prohibited Items

1. REFERENCES:

- a. Uniform Code of Military Justice (UCMJ) (M.C.M. 2019)
- b. Army Regulation 190-45, Law Enforcement Reporting, 27 September 2016
- c. AR 600-85 , The Army Substance Abuse Program, 23 July 2020
- d. DoD Instruction 1010.04, Problematic Substance Use by DoD Personnel, 20 February 2014
- e. Oklahoma Stat. tit. 63, Section 2-405 (Unlawful Possession/Use of Drug Paraphernalia)
- f. United States Code, tit. 21, Section 812 (Schedules of controlled substances)
- g. United States Code, tit. 21, Section 844 (Penalties for simple possession)
- h. United States Code, tit. 21, Section 863 (Drug paraphernalia)

2. APPLICABILITY. This policy applies to all active duty and reserve component Service Members permanently or temporarily assigned to, attached to, or otherwise present on Fort Sill, Oklahoma, including Service Members assigned to tenant units located on Fort Sill, Oklahoma; to all Civilians physically present within the limits of the Fort Sill military reservation; and to all Service Members assigned to any other location over which this Headquarters has control/jurisdiction.

3. GENERAL.

- a. This command policy constitutes a lawful order. Violations may result in punitive action against Service Members under Article 92 of the Uniform Code of Military Justice (UCMJ) and adverse administrative actions.
- b. This command policy serves two purposes: first, to prohibit the use, possession, and sale of drug paraphernalia; and second, to prohibit the use and possession of drug masking agents and drug masking paraphernalia.

4. POLICY AND PROCEDURES.

a. It is Fort Sill's policy to prevent and eliminate drug abuse and dependence. Such abuse and dependence is incompatible with readiness, the maintenance of high standards of performance, and military discipline. It also negatively affects the community and Families. Prohibiting drug paraphernalia will support this command's drug abuse prevention efforts by identifying suppliers, dealers, and users of dangerous drugs and by removing the equipment used to facilitate illegal drug use. Additionally, prohibiting the use and possession of drug masking agents and drug masking paraphernalia will support this command's drug abuse prevention efforts by ensuring the stability, reliability, and integrity of the U.S. Army's drug detection program.

b. Commanders and leaders at all levels will ensure that Soldiers will not possess, gift, purchase, offer or attempt to purchase, transfer, export, manufacture, accept shipment of, attempt to ship or distribute any item listed in paragraph 4(c).

c. Prohibited Items:

(1) Kits used, intended for use, or designed for use in the planting, propagating, cultivating, growing, or harvesting of any controlled or prohibited substances.

(2) Kits used, intended for use, or designed for use in manufacturing, compounding, converting, producing, processing, or preparing any controlled or prohibited substances.

(3) Isomerization devices used, intended for use, or designed for use in increasing the potency of any controlled or prohibited substances.

(4) Testing equipment used, intended for use, or designed for use in identifying or analyzing the strength, effectiveness, or purity of any controlled or prohibited substances.

(5) Scales and balances used, intended for use, or designed for use in the weighing or measuring of any controlled or prohibited substances.

(6) Diluting agents and adulterants, such as quinine hydrochloride, mannitol, mannite, dextrose and lactose, used, intended for use, or designed for use in cutting any controlled or prohibited substances.

(7) Separation gins and sifters used, intended for use, or designed for use in removing twigs and seeds from, or in otherwise cleaning or refining, marijuana.

(8) Blenders, bowls, containers, spoons, and mixing devices used, intended for use, or designed for use in compounding any controlled or prohibited substances.

(9) Capsules, balloons, envelopes, and other containers used, intended for use, or designed for use in packaging small quantities of any controlled or prohibited substances

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SUBJECT: CG Policy Memorandum #6D, Use or Possession of Prohibited Items

(10) Containers and other objects used, intended for use, or designed for use in storing or concealing any controlled or prohibited substances.

(11) Hypodermic syringes, needles, and other objects used, intended for use, or designed for use in injecting any controlled or prohibited substances into the human body.

(12) Objects used, intended for use, or designed for use in ingesting, inhaling, or otherwise introducing marijuana, cocaine, hashish, hashish oil, or other controlled or prohibited substances into the human body, such as: metal, wooden, acrylic, glass, stone, plastic, or ceramic pipes with or without screens, permanent screens, hashish heads, or punctured metal bowls, water pipes, carburetion tubes and devices, smoking and carburetion masks, roach clips (e.g. objects used to hold burning material, such as marijuana cigarettes, that has become too small or too short to be held in the hand), miniature cocaine spoons and cocaine vials, chamber pipes, carburetor pipes, electric pipes, air-driven pipes, chillums, bongs, ice pipes, or chillers.

(13) Drug masking agents, including but not limited to any compounds that are taken with the purpose of hiding or "masking" the presence of controlled or prohibited substances that are screened during urinalysis testing.

(14) Drug masking paraphernalia, including but not limited to synthetic urine, synthetic or prosthetic genitalia, or any device or substance whose primary purpose is to mislead urinalysis observers or otherwise to alter, replace, or affect the drug testing procedures used by the U.S. Army.

5. EXCEPTIONS. This policy does not prohibit the following:

a. The use of controlled substances by any person for whom they have been lawfully prescribed in accordance with applicable state and federal law, so long as such substances are used in a manner consistent with their intended medical purpose and the instructions of the prescribing physician. However, federal law does not recognize the lawful prescription of marijuana or products containing THC for medical purposes. Marijuana remains illegal under federal law.

b. The possession of otherwise lawful devices and substances intended for use for their intended lawful purpose (i.e., in a manner that does not violate the provisions of AR 600-85, paragraph 4-2(p)).

6. This command policy will remain in effect until superseded or rescinded.

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SUBJECT: CG Policy Memorandum #6D, Use or Possession of Prohibited Items

7. The point of contact for this memorandum is the Office of the Staff Judge Advocate, Chief, Military Justice, (580) 442-3900.



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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CG Policy Memorandum #6E, Trust, Teamwork and Cohesion – Leader Off-Duty Visits and Checks

1. Purpose. As great teammates, we need to **know our people** and **show them that we care**. In our profession, we have a bedrock of trust that extends beyond the confines of typical duty hours. We must get to know each other, along with our families, and ensure that all teammates have a safe and healthy home environment. Going the extra mile to check on our teammates shows them that their leaders truly care about them, which improves morale and helps reinforce good order and discipline. This ultimately builds the trust, teamwork and cohesion that are required for our units to fight and win.

2. Policy. **Get to know your people**. Brigade-level Commanders will ensure that subordinate leaders establish a deliberate system to conduct leader visits in accordance with the below directed guidelines. Any issues discovered during visits will be immediately brought to command attention and every effort will be made to rectify as quickly and thoroughly as possible. Leaders will conduct:

- a. Courtesy Checks within the first 30 days of a Soldier either arriving to the unit or moving to a new residence.
- b. Courtesy Checks with all personnel regularly, on a semi-annual basis.
- c. Health and Welfare Inspections or Leader In-Home Visits as often as they deem necessary.

3. This CG Policy Memorandum supersedes CG Policy Memorandum, ATZR-C, 18 January 2018, subject: Courtesy Checks, Health and Welfare Inspections and Leader In-Home Visits, CG Policy Memorandum 16-15.

4. The point of contact is the Office of the Staff Judge Advocate, Chief, Military Justice, (580) 442-1765.

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SUBJECT: CG Policy Memorandum #6E, Trust, Teamwork and Cohesion – Leader Off-Duty Visits and Checks

2 Encls

1. Definitions
2. Protocols

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CF:

Resident Relations Manager, Corvias Military Living, Fort Sill

Enclosure 1

Definitions

Courtesy Checks: Leaders should be proactively engaged with their teammates. Courtesy Checks at Soldier's residences are intended to allow leaders to get to know their teammates, assess their morale and welfare, or to inquire about a specific concern (like the health of a sick or injured Family member). All leaders are encouraged to liberally use this tool as the first and easiest method by which to learn about their Soldiers' off-duty concerns or challenges. The primary intent of the visit is not to enter the home, but **to check on the Soldier and/or Family and see how they are doing**. This does not preclude entrance into the home if invited.

Leader In-Home Visit: A visit at the family residence that is more formal than a Courtesy Check. The intent is to enter the home **with the express purpose of increasing command visibility of current, past, or potential health, safety, and welfare concerns inside the residence**. While such visits are an incident of command, and a part of sustaining stewardship of our community, such engagements are wholly voluntary on the part of the military Family in order to assure respect for their privacy.

Health and Welfare Inspection: An examination, under the direction and control of a commander, of the whole or part of a unit, organization, or installation conducted as an incident of command. The primary purpose of such an inspection is **to determine whether the health and welfare of Soldiers is affected by the security, military fitness, and good order and discipline of that unit, organization, or installation**. An inspection may include an assessment of the command's state of readiness, functionality, sanitation, and cleanliness. Generally, an inspection applies only to persons and property under military control.

Consent: An agreement (usually verbal) by a person to submit to a search, review, inspection, or inventory of part or all of their person or property. Consent is given voluntarily and based on an informed understanding of the intent and scope of the search, review, inspection, or inventory. Consent can be limited in its scope (time, place, property), and can be withdrawn at any time. Voluntary consent is not necessary for examining military property or areas under military control, such as barracks, motor pools, on-post parking lots, or offices, for Health and Welfare Inspections or administrative inventories. Voluntary consent is required for examining persons or property when there is a reasonable expectation of privacy under the circumstances.

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SUBJECT: CG Policy Memorandum #6E, Trust, Teamwork and Cohesion – Leader Off-Duty Visits and Checks

Reasonable Expectation of Privacy: Whether a person has a “reasonable expectation of privacy” in certain physical areas (like inside a home, or inside a barracks room) or while doing certain things (like standing outside talking on a cell phone, or sitting inside a car) is a case-by-case issue. Because the Courtesy Check, Health and Welfare Inspection, nor Leader In-Home Visit are intended to investigate potential crime or search for evidence, leaders should assume that a generic expectation of privacy exists inside a home, and inside certain areas of barracks rooms and personally-owned vehicles whose purpose is to store personal private property.

Enclosure 2

Protocols

1. **Courtesy Checks**: Leaders should be proactively engaged with their teammates. Courtesy Checks at a residence are a good way to build trust, teamwork and cohesion, if conducted appropriately. Leaders are reminded to remain courteous, use common sense, good judgement, and discretion.
 2. **Health and Welfare Inspection (Barracks and Work Space)**: Usually covers 100% of a particular unit (such as a platoon, company/battery, or battalion/squadron). This inspection is intended to assess barracks and government working conditions of Soldiers in areas under direct military authority and control. It may be used to account for personnel, military property and assigned equipment, and their functionality and readiness, within the barracks or work spaces. It may also be used to inspect personally-owned vehicles for functionality and safety. Commanders should not use these inspections to mask a real purpose of discovering evidence of crime. *When in doubt, contact your serving Judge Advocate for legal advice.*
 - a. **Privacy concerns**: The Commander's intended scope of an inspection may drive the extent of that Soldier's expectation of privacy. Soldiers are issued various containers and spaces, like wall and foot lockers, dressers, and medicine cabinets for the express purpose of storing personal clothing and other personal items. Under certain conditions, Soldiers may have a **reasonable expectation of privacy** in certain areas and property and shall not be inspected without first getting the **voluntary consent** of the Soldier. *When in doubt, seek advice from your Judge Advocate.*
 - b. **Scope of Inspection**: Generally, barracks rooms and common spaces may be inspected. Personally-owned vehicles may be inspected under this definition only if they are parked in that unit's parking lot normally under the control of the commander. To use military working dogs in the inspection, Commanders should consult with the servicing Judge Advocate.
 - c. **Best Practice**: Commanders should thoroughly pre-plan prior to conducting Health and Welfare inspections. Commanders do not have to publish or announce the inspection beforehand; *however, these inspections should not be impromptu reactions to the suspicion of misconduct or the suspected presence of contraband.*
- (1) MFR. Prior to the inspection's execution, Commanders should draft a Memorandum for Record. The purpose of the MFR is to capture relevant facts and the commander's intent. It should: (1) state the purpose, scope, date/time of the Inspection, (2) identify who (name and rank) will conduct the inspection, (3) list specific property or equipment subject to the Inspection, and, (4) describe actions to take immediately if contraband or illegal conduct is uncovered during the inspection.

(2) Close out MFR. Upon concluding the inspection, the Commander may choose to draft an MFR identifying specific areas of concern or issues that arose.

3. **Leader In-Home Visit to an On or Off Post Residence**: These visits should encourage open communication between Families and command teams and increase command visibility of current, past, or potential health, safety, and welfare concerns inside the residence. This includes assessing and addressing concerns raised by the Soldier or Family regarding living conditions at their residence, or neighborhood that may affect military readiness or fitness for duty of the Soldier; to independently and objectively gauge the well-being of Families when their Soldier sponsor is assigned to a restricted tour overseas and the Family remains at Fort Sill.

a. **Privacy concerns**: Families have a reasonable expectation of privacy inside their homes. They neither anticipate, nor expect, military leaders to inspect, review, or evaluate their personal property and living conditions. Even when located on a military installation, the residences are owned and managed by a private firm, Corvias Military Living. As a result, leaders must provide notice of the visit and receive consent of the Soldier and/or family before entering the home.

b. **Scope of Leader In-Home Visit**: The areas and property to be visited should have a reasonable connection to the Soldier's readiness and fitness for duty, Family's safety and welfare, and the adherence to their Resident Occupancy Agreement with Corvias or owner/management firm.

c. **Best Practices**: Leaders are advised to remain sensitive to the family's privacy and be mindful that this is **not** a Health and Welfare Inspection. If after receiving consent to enter a residence, a leader believes that conditions of the home are unsanitary or unsafe, that leader should immediately coordinate their concerns with the Chain-of-Command, Family Advocacy, Army Community Serves, Corvias or the owner/property management firm, or any other appropriate Soldier support organization.

(1) Leaders should ensure that the Soldier/Family to be visited is contacted with a reasonable time to consider the request and its purpose, before receiving consent. The Soldier and/or Family will be present during the visit.

(2) If the Soldier is not present (e.g., deployed, on a restricted overseas tour, attending field training), leaders need not notify the Soldier but the spouse or adult dependent with authority, must provide **consent** and be present during the visit.

(3) Leaders shall not consider refusal to **consent** to such an in-home visit as violation of a lawful order or regulation, and shall not impose or suggest adverse administrative or punitive measures on the Soldier if consent is not provided.

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SUBJECT: CG Policy Memorandum #6E, Trust, Teamwork and Cohesion – Leader Off-Duty Visits and Checks

(4) If illegal contraband or other evidence of criminal activity is identified in plain view during the Leader In-Home Visit, the leader shall immediately notify the Department of Emergency Services/Military Police, and Local Law Enforcement (as applicable). The leader shall not conduct a search of the home for further evidence without a proper search authorization based on probable cause. The leader should contact the servicing Judge Advocate at the earliest available opportunity.

(5) If, during the visit, the leader has good cause to believe that a Family residence is in violation of the safety and sanitary conditions required under the Resident Occupancy or Lease Agreement, Commanders should consult with the servicing Judge Advocate, and counsel the Soldier. For Corvias Fort Sill **on-post housing** contact the Resident Manager (580)581-2115; 5445 Greble Road, Fort Sill). The leader and Corvias should coordinate a joint visit of the residence at the earliest available opportunity, after coordination with the Garrison Commander.



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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CG Policy Memorandum #6F, Command Response to Incidents of Driving Under the Influence of Drugs or Alcohol - Mandatory Initiation of Administrative Separation for DUI/DWI; Command Oversight of On-Post Driving Privileges

1. Purpose. To inform all Fires Center of Excellence and Fort Sill (FCoEFS) commands of the **requirement to initiate administrative separation** and process to the appropriate separation authority for final action for those Soldiers who are lawfully apprehended **for Driving Under the Influence (DUI), Driving While Intoxicated (DWI), DUI-Refusal**, or similar impaired/drunken driving offenses. This command initiation and processing requirement applies whether the apprehension occurs on or off post

2. Intent.

a. I expect commanders to be responsive to all reports of Soldiers driving under the influence of alcohol or drugs. We need to build trust with the local community and each other, take care of our people, and steward our profession. Leaders must ensure Soldiers maintain safety both on and off duty. Our mandate as stewards of the profession of arms requires us to take adverse administrative action to correct wrongful behavior under certain circumstances. To that end, this policy emphasizes the importance of Soldiers making responsible driving choices after consuming alcohol, as well as leaders enforcing the standard.

b. **This policy is also not designed to remove the discretion of commanders** to recommend against separation after proper initiation and notification of administrative separation, or to discourage the separation authority from ultimately deciding to retain a Soldier who is processed for separation under this policy. As always, commanders should assess each Soldier and alleged misconduct on a case-by-case basis in making an ultimate recommendation and determination as to separation.

3. Regulatory Guidance. Army Regulation (AR) 600-85, para. 3-3, requires that all commanders process Soldiers for separation who are involved in two serious alcohol-related misconduct incidents in a 12-month period or who are convicted of driving under the influence (DUI) or driving while intoxicated (DWI) twice during his or her career. This policy adds to the regulatory requirement to initiate administrative separation for all Soldiers who are lawfully apprehended for even a single DUI, DWI, DUI-Refusal, or similar impaired/drunken driving offense.

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SUBJECT: CG Policy Memorandum #6F, Command Response to Incidents of Driving Under the Influence of Drugs or Alcohol - Mandatory Initiation of Administrative Separation for DUI/DWI; Command Oversight of On-Post Driving Privileges

4. Initiation and Processing for Administrative Separation.


a. Absent extreme circumstances, **no later than thirty (30) calendar days after receiving notice of lawful apprehension for such offenses by a Soldier under their command, battery commanders will initiate administrative separation of the Soldier** IAW AR 635-200 (for enlisted Soldiers). However, the authority to initiate separation for senior leaders (any officer, warrant officer, or CSM/SGM (E-9), including any NCO, regardless of grade, assigned or performing the position of 1 SG or CSM) will continue to be withheld to the Commander, FCoEFS.

b. To execute these requirements, command teams must ensure efficient scheduling of those Soldiers for pre-separation medical and mental evaluations as soon as possible following receipt of such law enforcement reports.

5. Suspension and Revocation of On-Post Driving Privileges. In addition to the above command requirements for administrative separation initiation, AR 190-5, para. 2-4b(3) requires the installation commander to *revoke* driving privileges on-post for not less than one year if: (1) a Soldier is lawfully apprehended for DUI or DWI and refuses a breathalyzer or blood test or (2) is convicted of DUI or DWI in a civilian court, military court, federal court, or via nonjudicial punishment. Other local policy also requires *suspension* of on-post driving privileges for six months for those Soldiers who are lawfully apprehended for DUI, DWI, DUI-Refusal, or similar impaired/drunken driving offense, either on or off post. Commands will ensure that Soldiers who are under such suspension or revocation of on-post driving privileges comply with such orders.

6. Commands should seek guidance from their servicing Judge Advocate for any questions relating to the above policies.

7. The point of contact for this memorandum is CPT Curtis N. Cranston, Acting Chief of Justice, Office of the Staff Judge Advocate, at curtis.n.cranston.mil@army.mil.


KENNETH L. KAMPER
Major General, USA
Commanding



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AUG 23 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Approval Authority for Suspension and Revocation of On-Post Driving Privileges

1. Purpose. As Installation Commander, I may administratively suspend or revoke driving privileges on this installation for cause or any lawful reason. To ensure such processes are managed effectively, fairly, and timely, I delegate this authority as described in this memorandum.
2. Suspension Policy. If a Soldier is lawfully apprehended for Driving Under the Influence (DUI), Driving While Intoxicated (DWI), DUI-Refusal, or other similar offenses, the Provost Marshal is required to suspend the Soldier's on-post driving privileges for a 6-month period.
3. Suspension and Revocation. Under the provisions of Army Regulation (AR) 190-5, paragraph 2-4, the Fort Sill Provost Marshal is delegated the authority to suspend and revoke the on-post driving privileges of active duty military personnel, family members, retired members of the military services, DoD civilian personnel, and others with installation driving privileges. The Provost Marshal may delegate this power in this paragraph to any Officer or civilian employee, GS-11 or higher, under his supervision. The Provost Marshal or his designee will also consider and rule on the results of hearings, if a hearing is requested by the affected person. This authority does not include the authority to be a reviewer except as delineated under paragraph 6 of this memorandum.
4. Hearings and Reviews. Under the provisions of AR 190-5, paragraph 2-6, I also delegate any Judge Advocate or civilian attorney, GS-11 or higher, that is assigned to the Administrative Law Division, Office of the Staff Judge Advocate, or as designated by the Staff Judge Advocate, to hold hearings on suspension and revocation actions, upon the request of the affected person, and to make recommendations to the suspension and revocation authorities described in paragraph 3 of this memorandum. I also delegate any Judge Advocate or civilian attorney, GS-11 or higher, that is assigned to the Administrative Law Division, Office of the Staff Judge Advocate, or as designated by the Staff Judge Advocate, to be a reviewer under the provisions of AR 190-5, para. 2-6c.
5. Appeals. If the affected individual chooses to appeal after a hearing and the subsequent decision by the authorities designated in paragraph 3, the Garrison Commander is the appeal authority. Requests will be forwarded through command channels within 14 calendar days from the date the individual is notified of the

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SUBJECT: Delegation of Approval Authority for Suspension and Revocation of On-Post Driving Privileges

suspension or revocation resulting from the administrative hearing. If the affected individual is not a Servicemember, requests will be forwarded through the Provost Marshal.

6. Limited Review Authority. The Provost Marshal is granted the concurrent, limited authority to be a reviewer under the provisions of AR 190-5, paragraph 2-6c, when the personnel designated in paragraph 4 of this memorandum are not reasonably available and, in the Provost Marshal's judgment, immediate action is warranted. The Provost Marshal may delegate this power in this paragraph to any Officer or civilian employee, GS-11 or higher, under his supervision. One of the personnel designated in paragraph 4 of this memorandum will review any actions taken under this authority as soon as practicable.

7. Restricted Driving Privileges. Under the provisions of AR 190-5, paragraph 2-10, the Provost Marshal is delegated the authority to grant or deny all requests for restricted driving privileges for any person whose on-post driving privileges have been suspended or revoked, except for suspensions or revocations involving intoxicated driving, which are withheld to my level. The Provost Marshal can designate any Officer or GS-11 or higher civilian employee under his supervision to grant or deny requests under this paragraph of this memorandum. Decisions regarding withdrawal of restricted driving privileges granted under this provision are delegated to the Garrison Commander.

8. The authority delegated by this memorandum may not be further delegated without my express written authorization.

9. Fort Sill Supplement 1 to AR 190-5, paragraph D-13, dated 26 August 2014, is superseded to the extent the supplement is not in compliance with this memorandum.

10. Provide a copy of all actions taken under this memorandum to the Installation Provost Marshal.

11. The point of contact for this memorandum is MAJ Brian Chinchar, Chief of Administrative and Civil Law, Office of the Staff Judge Advocate, at brian.w.chinchar.mil@army.mil.


KENNETH L. KAMPER
Major General, USA
Commanding

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SUBJECT: Delegation of Approval Authority for Suspension and Revocation of On-Post
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AUG 23 2022

MEMORANDUM FOR DISTRIBUTION

SUBJECT: CG Policy Memorandum #8C, Pregnancy/Postpartum Physical Training (P3T) Program

1. Reference: Army Regulation 350-1, Army Training and Leader Development, 10 December 2017.
2. Policy: We are committed to providing an environment that is conducive to the enhancement of holistic health and fitness across our installation. Through this commitment, we have established the Fires Center of Excellence and Fort Sill P3T Program. The goals of P3T are to prepare and train Soldiers for a seamless transition back to unit physical readiness training, raise Army Combat Fitness Test pass rates and scores, improve compliance with height/weight standards and reduce physical discomforts and stress while pregnant.
3. Procedures:
 - a. Soldiers that are pregnant or less than 180 days postpartum will enroll in the P3T program, regardless of profile limitations or duty requirements.
 - b. All leaders at every level will support the P3T program and ensure their Soldiers adhere to the requirements set forth by P3T Standard Operating Procedures Guide.
4. This CG Policy Memorandum supersedes CG Policy Memorandum, ATZR-C 21 October 2019, Subject: Pregnancy/Postpartum Physical Training (P3T) Program, CG Policy Memorandum 19-20.
5. The point of contact for this memorandum is the P3T Program office at (580) 558-0118, the Community Ready and Resilient Integration office at (580) 558-0113 or lisa.m.johnson442.civ@mail.mil.


KENNETH L. KAMPER
Major General, USA
Commanding

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SUBJECT: CG Policy Memorandum #8C, Pregnancy/Postpartum Physical Training
(P3T) Program

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