

**US ARMY JAPAN**



**STANDARDS BOOK  
2025**

**US Army Japan Standards  
Book**

Personnel – General

# **Standards**

**Headquarters, USARJ  
APO AP, 96343  
15 APRIL 2025**



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY JAPAN  
UNIT 45005  
APO AP 96343-5005

APAJ-CG


4 April 2024

MEMORANDUM FOR RECORD

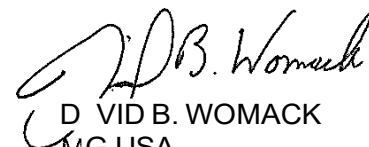
SUBJECT: The USARJ Standards Book •

1. Purpose: The purpose of this Standards Book is to establish and/or reaffirm the standards of conduct and discipline for all members assigned to USARJ. Every member of this organization will meet and enforce these standards to ensure that we are ready to "Fight Tonight"
2. The USARJ Standards Book is produced to inform all Army Soldiers in Japan of the Ichi Dan standards as established by the U.S. Army Pacific (USARPAC), U.S. Forces Japan (USFJ), and USARJ. This standard book is available to each Soldier on the USARJ homepage.
3. We are our nation's ambassadors in our host nation of Japan, and must be disciplined and adhere to the Army Values. Acts of indiscipline detract from our mission and negatively impacts the perception of the U.S. Army and United States by both our Japanese Partners and the local populace as well.
4. Standards and Discipline are the hallmark of all great military units. In military operations, order and discipline lead to victory. Standards and Discipline are visibly measured by the way a unit appears in garrison and in the field; how it conducts itself in combat and in peace.
5. Within USARJ, our Soldiers set a standard of excellence in everything we do. We are a unit with a unique and proud history and hold a worldwide reputation as a premier organization. We fully expect every Soldier to adhere to these standards and, if necessary, take corrective actions to enforce compliance. We are The Army in Japan and USAPAC's Contingency Command Post Forward. We represent what readiness looks like in the region.

Ichi Dan!



JEFFERY D. WEAVER  
CSM, USA  
Command Sergeant Major



D VID B. WOMACK  
MG, USA  
Commanding

## Personnel–General

# Standards

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By Order of the US Army  
Japan Commanding General:

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*Major General, United States  
Army, Commanding General*

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**Summary.** This Standards Book provides information to educate and inform service members on the standards for appearance, personal conduct, and other areas of interest to the command.

**Applicability.** This Standards Book applies to all USARJ Major Subordinate Commands as well as all Soldiers and units assigned, attached, OPCON, and ADCON, where the Commanding General exercises authority as the Senior Mission Commander.

**Proponent and Exception Authority.** The proponent for this book is the US Army Japan Command Sergeant Major. The exception authority for this book is the USARJ Commanding General, unless exception authority is withheld by other policy or regulation.

**Distribution.** Violations of the requirements outlined in this book and may result in adverse administrative action and/or charges under the provisions of the Uniform Code of Military Justice (UCMJ).

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**Blue Book**



# Blue Book

*"That I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same"*



## **FORWARD**

The **Purpose** of the Army's "Blue Book" is to inform Soldiers why we serve, provide historical information, and prescribe standards for appearance and conduct of all Soldiers. The men and women of the U.S. Army make up a highly disciplined fighting force that embodies the lineage of our nation and the Army. All Soldiers will use this Blue Book and its associated regulations to strengthen, enable, and demonstrate the Army Profession through enforced standards and discipline. It is expected that all Soldiers will have a copy of this document on their person when in the duty uniform.

The **First** "Blue Book" was written by Baron F. von Steuben and published in 1779, and was the original standards, tactics, and regulation manual for the Continental Army. It was titled *Regulations for the Order and discipline of the Troops of the United States Part I* and nicknamed the "Blue Book" because dye shortages printing houses had to use the most readily available color which was blue. By imposing a common set of standards and regulations, a professional Army was born and won the Revolutionary War. Laws and regulations that govern today's Soldiers create a professional, competent, and unified Army. The modern Army Blue Book continues to support our profession by providing the same foundations as the original.

The **Army Standards** are uncompromising. They foster an environment of trust and accountability. It is our responsibility as Soldiers and Leader's to enforce and model standards and discipline while living the Army Profession every day. We expect this from every one of you and are empowering you do just that! The Blue Book contains a collection of standards pertaining to the Constitution, the Army Profession, Personal Appearance, and our Daily Conduct. It includes our oaths, creeds, and ethos which gives Soldiers their purpose for serving and inspiration to complete the mission. Leaders and Soldiers must know why they serve and understand how their efforts are a major part of the Army's and their unit's success. This can only happen when Leaders and Soldiers commit to the Army and our profession. It is imperative all Soldiers be thoroughly familiar with Army standards and enforce them to maintain our culture of professionalism and excellence.

## **THIS WE'LL DEFEND**



# **The Army Blue Book**

## **Chapter 1: Why We Serve**

- 1.1. The Constitution
- 1.2. Oaths: Our Pledge to the Ideals of our Nation
- 1.3. Army Creeds: Our Pledge to Each Other
- 1.4. General Orders
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- 2.2. Army Flag
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- 2.4. Army Campaign Streamers
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- Appendix A. Baseline Appearance Standards
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## CHAPTER 1 Why We Serve

Serving in the United States Army is a privilege, and as part of an all-volunteer Army, it is incumbent for all of us to conduct ourselves in a manner that brings pride in serving our nation. Through long-standing traditions and professional standards, the Army has established a standard for service that will withstand the test of time. We are and will continue to be an enduring symbol of American strength and resilience.

**1.1. The United States Constitution** – The United States Constitution was created by the Constitutional Convention in 1787 and ratified in 1788. The Constitution was created to protect the natural rights of life, liberty, and the pursuit of happiness. It also enabled a standing Army which can defend national interests with federal authority and protect its citizens and states.

The Constitution is the document from which all the civil and military authority flows. It is worthy of our commitment because it is the foundation of America's democracy and represents the values that unite Americans. As Soldiers, we must place loyalty to the Constitution above personal gain.

Soldiers and officials begin their service by performing a sacred rite in reciting the Oath of Enlistment or the Oath of Office. These oaths pledge our unwavering commitment to uphold the Constitution.

- a. The Preamble of the Constitution of the United States of America is to emphasize the power and authority of the Constitution which comes from the will of the American citizens. The Preamble also sets forth the stated goals of the Constitution and the government which is highlighted in the 1<sup>st</sup> stanza.

*“We the People of the United States, in Order to form a more perfect Union, establish Justice, insure domestic Tranquility, provide for the common defence, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of America.” – The U.S. Constitution: Preamble, 1787*

**1.2. Oaths: Our Pledge to the Ideals of our Nation** – Trust starts with our Oaths, our overt commitment swearing or affirming to support and defend the Constitution. They demonstrate our strength of character to defend freedom, instill a sense of purpose, and provide meaning to all Soldiers. The Oaths are not to a single leader, person, or government, we take the oath because of the ideals of protecting our nation and the freedoms we enjoy so much. When you take an oath, you become part of the Army Profession.

a. **OATH OF ENLISTMENT(S):** “I, \_\_\_\_\_, do solemnly swear (*or affirm*) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice. So help me God (*optional*).”

b. **OATH OF OFFICE, OFFICER:**“I, \_\_\_\_\_, having been appointed a (rank) in the United States Army, do solemnly swear (*or affirm*) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God (*optional*).”

c. **OATH OF OFFICE, CIVIL SERVANT:** “I, \_\_\_\_\_, do solemnly swear (*or affirm*) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God (*optional*).”

### **We Take an Oath and Live by It!**

**1.3. Army Creeds: Our Pledge to Each Other** – Our Army Creeds are the pledge we make to each other and the mission. They represent our unwavering dedication, selflessness, and courage. They are the guiding principles that shape our mindset and behaviors while fostering unity and cohesion. Our creeds serve as a reminder of our duty and commitment to serve our country and protect our citizens.

### **SOLDIER'S CREED**

*I am an American Soldier.*

*I am a warrior and a member of a team.*

*I serve the people of the United States, and live the Army Values.*

*I will always place the mission first.*

*I will never accept defeat.*

*I will never quit.*

*I will never leave a fallen comrade.*

*I am disciplined, physically and mentally tough, trained and proficient in my warrior tasks and drills.*

*I always maintain my arms, my equipment and myself. I am an expert and I am a professional.*

*I stand ready to deploy, engage, and destroy, the enemies of the United States of America in close combat.*

*I am a guardian of freedom and the American way of life.*

*I am an American Soldier.*

## **NCO CREED**

*No one is more professional than I. I am a noncommissioned officer, a leader of Soldiers. As a noncommissioned officer, I realize that I am a member of a time-honored corps, which is known as "The Backbone of the Army". I am proud of the Corps of noncommissioned officers and will at all times conduct myself so as to bring credit upon the Corps, the military service and my country regardless of the situation in which I find myself. I will not use my grade or position to attain pleasure, profit, or personal safety.*

*Competence is my watchword. My two basic responsibilities will always be uppermost in my mind—accomplishment of my mission and the welfare of my Soldiers. I will strive to remain technically and tactically proficient. I am aware of my role as a noncommissioned officer. I will fulfill my responsibilities inherent in that role. All Soldiers are entitled to outstanding leadership; I will provide that leadership. I know my Soldiers and I will always place their needs above my own. I will communicate consistently with my Soldiers and never leave them uninformed. I will be fair and impartial when recommending both rewards and punishment.*

*Officers of my unit will have maximum time to accomplish their duties; they will not have to accomplish mine. I will earn their respect and confidence as well as that of my Soldiers. I will be loyal to those with whom I serve; seniors, peers, and subordinates alike. I will exercise initiative by taking appropriate action in the absence of orders. I will not compromise my integrity, nor my moral courage. I will not forget, nor will I allow my comrades to forget that we are professionals, noncommissioned officers, leaders!*

- 1.4. General Orders** – Our General Orders provide the model for Soldier actions on a daily basis and in the absence of orders.

*I will guard everything within the limits of my post and quit my post only when properly relieved.*

*I will obey my special orders and perform all of my duties in a military manner.*

*I will report violations of my special orders, emergencies, and anything not covered in my instructions to the commander of the relief.*

- 1.5. Army Beliefs** – Our Army belief system is derived from our Warrior Ethos, Army Motto, and Army Values. By knowing and following these codes of conduct, Soldiers will be equipped to appropriately handle any situation (garrison, training, or combat) with purpose and honor.

Our belief system and reason for serving has built a legacy of character, competence, and commitment. The lineage and heritage of the Soldiers who came before us serves as a reminder that we all serve a purpose greater than ourselves. The United States Army exists to protect and defend our nation for as long as required.

**The Warrior Ethos** – Not mere guidelines, the Warrior Ethos is a set of principals by which every Soldier lives, it shapes our character, and is a way of life. The Warrior Ethos defines how a Soldier trains, lives, and fights.

*I will always place the mission first. I will never accept defeat.*

*I will never quit.*

*I will never leave a fallen comrade.*

**The Army Motto** – The Army Motto “This We’ll Defend” was first used by the War Office of the Continental Army during the American Revolution in 1778. It was originally used as a war cry, but now remains as a reminder of our legacy and summarizes the Army’s responsibility. The motto can be found on the Army flag and continues to signify the Army’s constant readiness to defend and preserve the United States.

**Army Values** – The Army Values are a set of moral and ethical tenets that characterize the Army culture and promote certain norms of conduct that include a unique service ethic expected of every Soldier. The core of the Army Values holds true and cannot be changed if the Army wishes to remain an institution which can be trusted to protect the U. S. Constitution, our nation, and the American people. Since society and societal values and norms are ever changing, these Army Values reaffirm our commitment to each other, our units, the Army, and the nation.

**LOYALTY** – Bear true faith and allegiance to the U. S. Constitution, the Army, your unit and other Soldiers. Bearing true faith and allegiance is a matter of believing in and devoting yourself to something or someone. A loyal Soldier is one who supports the leadership and stands up for fellow Soldiers. By wearing the uniform of the U. S. Army you are expressing your loyalty. And by doing your share, you show your loyalty to your unit.

**DUTY** – Fulfill your obligations. Doing your duty means more than carrying out your assigned tasks. Duty means being able to accomplish tasks as part of a team. The work of the U. S. Army is a complex combination of missions, tasks and responsibilities — all in constant motion. Our work entails building one assignment onto another. You fulfill your obligations as a part of your unit every time you resist the temptation to take “shortcuts” that might undermine the integrity of the final product.

**RESPECT** – Treat people as they should be treated. All people have dignity and worth and must be treated with respect. Respect is what allows us to appreciate the best in other people. Respect is trusting that all people have done their jobs and fulfilled their duty. And self-respect is a vital ingredient with the Army value of respect, which results from knowing you have put forth your best effort. The Army is one team and each of us has something to contribute.

**SELFLESS SERVICE** – Put the welfare of the nation, the Army and your subordinates before your own. Selfless service is larger than just one person. In serving your country, you are doing your duty loyally without thought of recognition or gain. The basic building block of selfless service is the commitment of each team member to go a little further, endure a little longer, and look a little closer to see how he or she can add to the effort.

**HONOR** – Live up to Army values. The nation’s highest military award is The Medal of Honor. This award goes to Soldiers who make honor a matter of daily living — Soldiers

who develop the habit of being honorable, and solidify that habit with every value choice they make. Honor is a matter of carrying out, acting, and living the values of respect, duty, loyalty, selfless service, integrity and personal courage in everything you do.

**INTEGRITY** – Do what’s right, legally and morally. Integrity is a quality you develop by adhering to moral principles. It requires that you do and say nothing that deceives others. As your integrity grows, so does the trust others place in you. The more choices you make based on integrity, the more this highly prized value will affect your relationships with family and friends, and, finally, the fundamental acceptance of yourself.

**PERSONAL COURAGE** – Face fear, danger or adversity (physical or moral). Personal courage has long been associated with our Army. With physical courage, it is a matter of enduring physical duress and at times risking personal safety. Facing moral fear or adversity may be a long, slow process of continuing forward on the right path, especially if taking those actions is not popular with others. You can build your personal courage by daily standing up for and acting upon the things that you know are honorable.

## **CHAPTER 2**

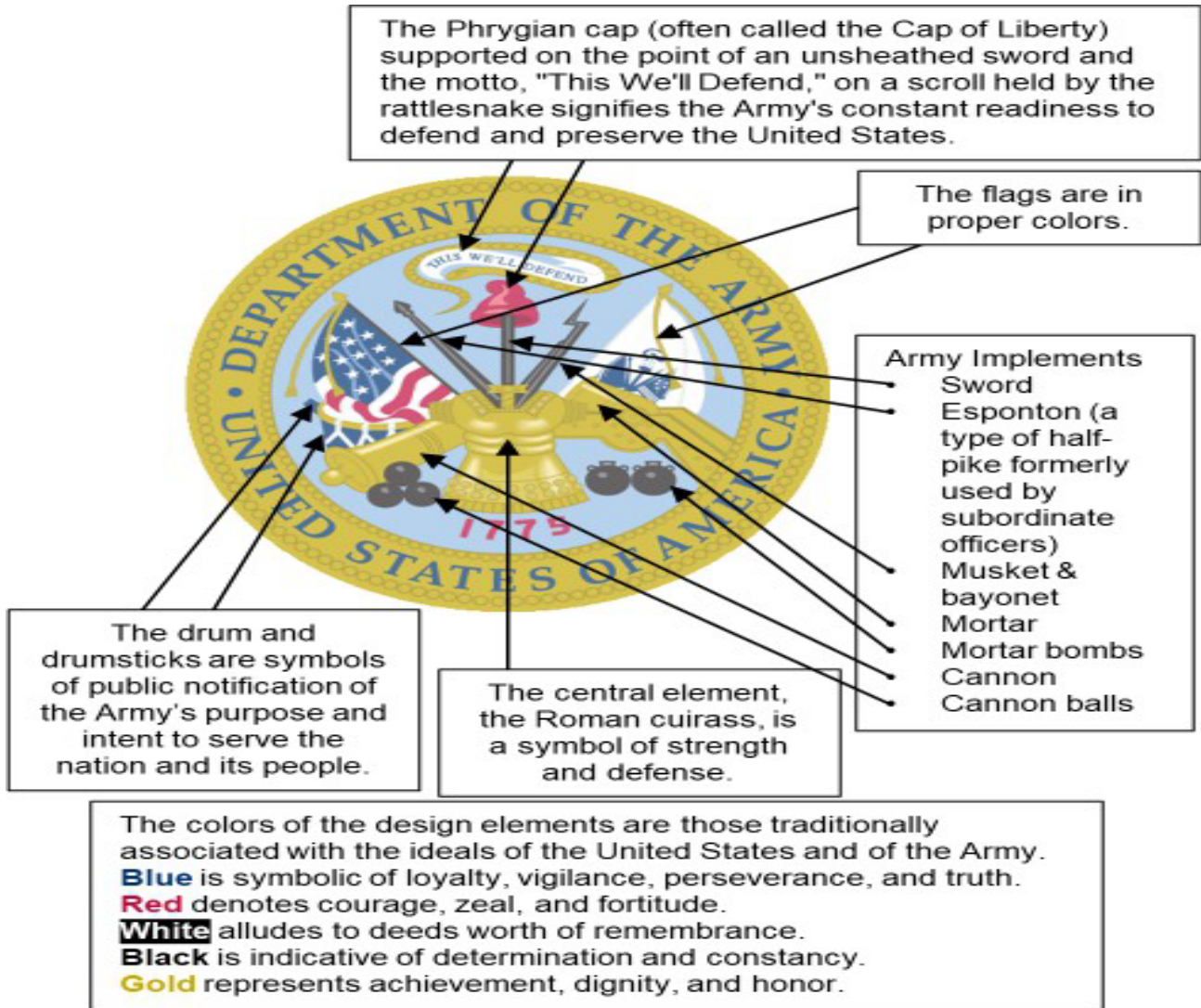
### **Our Army**

On 14 June 1775, the second Continental Congress established the Continental Army, appointing the United States Army as the first service of the Armed Forces of the United States.

The Army is composed of three distinct and equally important components: the active component, the Army National Guard (ARNG), and the United States Army Reserve (USAR). The components representing the Total Army ensure that we have the capacity, capability, and endurance to do what our nation requires.

The Army has many symbols that are rich in history and symbolism. It is critical for Soldiers to know and understand our symbols and use them as a point of pride.

**2. 1 Army Emblem** – Prior to its establishment there was no official display item to identify the Army. The Army seal traditionally had only been used to authenticate documents and was not authorized for display. In recognizing the need to provide a display item, the Secretary of the Army approved the design as the official emblem to represent the Army on 29 January



1974.



**2. 2. The Army Flag** – The Army Flag was dedicated and unfurled to the public on 14 June 1956 at Independence Hall, Philadelphia, on the 181st anniversary of the establishment of the Army. Measuring 4 feet 4 inches by 5 feet 6 inches, the flag is of white silk with a blue embroidered central design of the original War Office seal. "United States Army" is inscribed in white letters on a scarlet scroll, with the year "1775" in blue numerals below.



**2. 3. Army Song** – The Army Song was originally written by Field Artillery First Lieutenant (later Brigadier General) Edmund L. Gruber, while stationed in the Philippines in 1908 as the "Caisson Song." The original lyrics reflect routine activities in a horse-drawn Field Artillery battery. The song was transformed into a march by John Philip Sousa in 1917 and renamed "The Field Artillery Song." It was adopted in 1952 as the official song of the Army and retitled, "The Army Goes Rolling Along." The lyrics tell the story of our past, our present, and our future. The "Army Goes Rolling Along" is played at the conclusion of every U.S. Army ceremony and all Soldiers are expected to stand and sing.

## **The Army Goes Rolling Along**

*March along, sing our song, with the Army of the free.*

*Count the brave, count the true, who have fought to victory.*

*We're the Army and proud of our name! We're the Army and proudly proclaim:*

*First to fight for the right, and to build the Nation's might And the Army goes rolling along.*

*Proud of all we have done, fighting till the battle's won And the Army goes rolling along.*

*Then it's hi! hi! hey! The Army's on its way.*

*Count off the cadence loud and strong;*

*For where'er we go, you will always know, that the Army goes rolling along.*

*Valley Forge, Custer's ranks, San Juan Hill and Patton's tanks And the Army went rolling along.*

*Minute men, from the start, always fighting from the heart And the Army keeps rolling along.*

*Then it's hi! hi! hey! The Army's on its way.*

*Count off the cadence loud and strong;*

*For where'er we go, you will always know, that the Army goes rolling along.*

*(slower, more freely)*

*Men in rags, men who froze, still that Army met its foes And the Army went rolling along.*

*Faith in God, then we're right, and we'll fight with all our might As the Army keeps rolling along.*

*Then it's hi! hi! hey! The Army's on its way.*

*Count off the cadence loud and strong; (two! three!) For where'er we go, you will always know*

*That the Army goes rolling along! (keep it rolling!) And the Army goes rolling along!*

**2. 4. Army Campaign Streamers** – With the explicit purpose to fight and win wars, our Army remembers the times when called to our nation’s service by creating the U. S. Army Campaign Streamers. Below is the named campaign streamers authorized to be hung from the Army flag. The 190 streamers attached to the Army Flag staff denote campaigns fought by the Army throughout our nation’s history. Each streamer (2 3/4 inches wide and 4 feet long) is embroidered with the designation of a campaign and the year(s) in which it occurred. The colors derive from the campaign ribbon authorized for service in that particular war.


American Revolution, 1775-1783  


World War II, Asia Pacific Theater, 1941-1945  


War of 1812, 1812-1815  


World War II, European-African-Middle Eastern Theater, 1941-1945  


Mexican-American War, 1846-1848  


Korean War, 1950-1953  


American Civil War, 1861-1865  


Vietnam War, 1962-1973  


Indian Wars, 1790-1891  


Armed Force Expeditions, 1965-1995  


War with Spain, 1898  


Southwest Asia, 1990-1995  


China Relief Expedition, 1900  


Kosovo, 1995-2013  


Philippines Insurrection, 1899-1913  


Global War on Terror, 2001-  


Mexican Expedition, 1916-1917  


Afghanistan, 2001-2022  


World War I, 1917-1918  


Iraq, 2003-2011  


World War II, American Theater, 1941-1945  


Operation Inherent Resolve, 2014-2015  


## CHAPTER 3

### Professional Conduct and Discipline

The primary responsibility of our Army is to conduct sustained land combat. The Army is to deliver ready, trained, and equipped forces to meet this demand. When not engaged in combat our focus is preparing for war. The two ways we meet this readiness call is through inspired leadership and disciplined Soldiers.

A Soldier's personal and professional conduct, their appearance, and discipline sets the Army apart. Knowing and enforcing standards in appearance and conduct is critical to the Army profession. Soldiers with the courage to make on-the-spot corrections, will be more capable to standfast in the face of the enemy. It is each Soldier's responsibility to follow standards, and it is each leader's responsibility for the standards to be known, understood, and enforced.

*"Discipline is the soul of the Army. It makes small numbers formidable; procures success to the weak, and esteem to all."* – President George Washington

**3. 1. Army Authorities** – In general there are two types of Army authorities, Command Authority and General Military Authority. These authorities are what guides our conduct, the execution of our roles as Soldiers, and drives discipline. Command is a balance in the relationship between commanders, other officers, noncommissioned officers, and enlisted Soldiers and are distinct in their own ways.

**a. Command Authority** – Enabled by law and reinforced by regulation. Leaders exercise military authority over Soldiers by rank and position. This authority ensures effective and efficient leadership and decision-making in military operations.

**b. General Military Authority** – Allows a Soldier to make an on-the-spot correction of a fellow service member regardless of rank, position, location, on or off duty, and in or out of uniform. All Soldiers are empowered with general military authority to hold fellow Soldiers to the

**3. 2. Personal and Professional Conduct-** Military discipline is the foundation of our personal and professional conduct. We as Soldiers must be self-disciplined, have respect for authority, and embrace the Army profession, its ethics, and its values. Discipline is developed through individual and group teaching and shared hardships. This creates a mental attitude of accountability to your fellow Soldiers and more importantly to yourself.

**Seniors and Juniors** – All Soldiers are required to obey the legal orders of their lawful seniors. Soldiers and leaders will act consistent with regulation in any case where a Soldier's conduct violates good order and military discipline. All Soldiers will convey respect when speaking to or being addressed by a senior, officers will be referred to as "Sir or Ma'am" and NCOs will be referred to by their rank or title. Juniors will stand at attention when speaking to or being addressed by a senior officer and parade rest for an NCO unless told to do otherwise.

**Responsibilities** – It is the responsibility of commanders and leaders to ensure that military personnel under their command present a neat and soldierly appearance. A vital ingredient of the Army's strength and military effectiveness is the pride and self-discipline that American Soldiers bring to their service through a conservative military image. To support commanders, leaders and Soldiers must hold themselves and each other accountable to the published standards and discipline.

**Stewarding the Profession** – As Soldiers we are responsible for safeguarding the Army profession. To disparage the Army on any medium is not appropriate. Responsible stewardship includes caring for Army people and resources while ensuring we can accomplish our mission now and in the future.

**Saluting** – All Soldiers in uniform will salute when they meet and recognize persons entitled to the salute. Officers (commissioned and warrant) of all U. S. military branches and President of the United States will be saluted by Army personnel in uniform.

**National Anthem** – All Soldiers will render proper honors showing respect to the national anthem and colors. Courtesies will be rendered both on and off duty and in and out of uniform. Soldiers in civilian clothes will face the flag at attention, or music if flag is unseen, with their right hand over their heart. Remove headgear when applicable.

**Retreat and Reveille** – All Soldiers will render courtesies during retreat and reveille both on and off duty and in and out of uniform. Soldiers in civilian clothes will face the flag at attention, or music if flag is unseen, with their right hand over their heart. Remove headgear when applicable.

**Fraternization** – Soldiers will be cognizant that their interactions do not create an actual or clear perception of undue familiarity between an officer and enlisted, or between an NCO and junior-enlisted Soldier.

**Social Media** – All Soldiers will follow the Army's social media guide for personal and official accounts. Commanders have the authority to prohibit personnel from participating in any cyber or social media activity that will adversely affect the good order and discipline within a command.

**3. 3. The Army Profession** – The Army profession is the vocation of all Soldiers entrusted to defend the Constitution and the rights and interests of the American people. It is unique because of the responsibilities related to the ethical application of violence on behalf of our nation. The Army Values guide the Army profession. As a professional force, the Army will maintain the trust of society based on our character, commitment, competence, and culture.

**Character** – Is the moral and ethical qualities of the individual. A Soldier's character is their true nature guided by their conscience. A Soldier of good character adheres to laws, regulations, and unit standards.

**Commitment** – Is the willing dedication and allegiance to a cause or organization. Commitment is critical to overcoming adversity. Strong commitment to the Army Values and Warrior Ethos is vital for the Soldier.

**Competence** – Is demonstrated by Soldiers having the appropriate level of technical and tactical expertise to execute their mission. Being competent allows the Soldier to strive for excellence while performing their duties with discipline and to standard.

**Culture** – Is grounded in the Army Values and serve as our foundation and consists of our shared beliefs and practices. Our people-focused approach safeguards Soldiers from harmful behaviors and builds cohesive teams. The Army culture reflects the shared identity, common mission, purpose, and sacrifice of the Soldier.

**Trust** – The Army is trusted to defend the Constitution and the interests of our nation. It is critical that we maintain the trust of our civilian leaders and the American people. Trust enables the success of all organizations.

Soldiers foster mutual trust through realistic training, shared hardships, consistent positive behavior, mutual respect, and common experiences.

## APPENDIX A.

**Baseline Appearance Standards** – A Soldier’s personal appearance is a measure of their professionalism and their responsibility to ensure it reflects the highest level of professionalism. Proper wear of Army uniforms and adherence to grooming standards is a matter of pride. It signifies discipline, esprit de corps, and morale within a unit.

Leaders at all levels are empowered and have a responsibility to enforce the standards. Leaders will know and enforce all grooming standards for all personnel in their formations.

Soldiers will always present a professional image and set the example, both on and off duty. Pride in appearance includes physical fitness and adherence to the Army Body Composition Program.

Leaders will use regulations, policies, the Army Values, and common sense when making individual or collective decisions on the wear and appearance of Army uniforms and civilian clothing.

**A.1. Religious Accommodation** – Religious accommodations requests related to the wear and appearance of the uniform, personal appearance, and personal grooming practices must be submitted in accordance with regulation. Soldiers may wear religious apparel, articles, or jewelry with the uniform, to include the physical fitness uniform. Wear and appearance standards for Soldiers with approved religious accommodations for hijabs (head scarfs), beards, and turbans are also provided in regulation. The Army uniform regulations for standards of personal appearance and grooming are as specific as is practicable to establish the guidelines all Soldiers must comply with.

**A.2. Uniforms** – Will fit properly. Will be clean, serviceable, and pressed as necessary. All Soldiers will wear an Army uniform while on duty. Soldiers on official travel may wear an Army uniform or appropriate civilian attire. Civilian clothing while on duty will be appropriate for the occasion and reflect positively on the Army.

**Physical Fitness Uniform** – Is authorized for year-round wear by all personnel. Is authorized for wear on and off duty, on and off installations, unless restricted by the commander. Soldiers may not wear the PT uniform for commercial travel. Soldiers will not wear the PT uniform in off-post establishments unless for the purchase of essential items (for example, gas). The PT uniform is not considered appropriate for social or official functions off installations. It is not appropriate for parades, reviews, and ceremonies. The PT uniform is not intended for wear as an all-purpose uniform when other uniforms are more appropriate.

**Headgear** – Will always be worn except in the following circumstances: when it would interfere with the safe operation of a military vehicle, when in a privately owned vehicle (includes motorcycles and bicycles), and commercial vehicle or public transport. Will not be worn when indoors unless directed, such as for indoor ceremonies. Headgear is not required to be worn to evening social events (after retreat) when wearing the Army service and dress uniforms or the mess and evening mess uniforms.

**Hair** – Many hairstyles are acceptable as long as they are neat and conservative. Hairstyles will be adjusted when it is considered a safety hazard.

**Male Hair** – Will be neat and professional. Wigs or hairpieces will conform to Army hair standards. Will have a tapered appearance. Combed hair will not fall over the ears or eyebrows. Sideburns will not extend below the bottom of the ear opening and will not be tapered, flared, or come to a point.

**Female Hair** – Will be neat and professional. Wigs or hairpieces will conform to Army hair standards. Wigs will not be used to cover up unauthorized hair styles. Hair holding devices are only authorized for the purpose of holding hair, not decorative purposes. All devices must be a plain color and as close to the Soldier's hair color as possible or clear. Braids, cornrows, twists, and locks are authorized. Ponytails are authorized in any military uniform. There is no minimum length for the wear of a ponytail or braid(s), unless in a military uniform. Bangs will not fall below the eyebrows and will not be visible underneath the front of the headgear. Hair extensions are authorized and will have the same general appearance as the individual's natural hair. The bulk of the hair will not exceed 2 inches measured from the scalp except a bun which is worn on the back of the head and may extend 3½ inches from the scalp and be no wider than the width of the head, Hair will be neatly and inconspicuously fastened or secured in either a bun, singular ponytail, two braids, or singular braid. Multiple locs, braids, twists, or cornrows may come together in one or two braids or a single ponytail. Braids and singular ponytails may be worn down the center of the back in all uniforms, but the length will not extend past the bottom of the shoulder blades when standing at the position of attention.

**Facial Hair** – Males will keep their faces clean-shaven while on duty (in uniform or civilian clothes).

Mustaches will be neatly trimmed, tapered, and tidy. Mustaches will not present a chopped off or bushy appearance and no portion will cover the upper lip line, extend sideways beyond the vertical line of the corner of the mouth or extend above the lowest portion of the nose.

Beards are not authorized unless given the appropriate medical profile or a religious exemption. Beards will be neat and conservative and present a professional appearance. The beard will not impair the ability to operate an assigned weapon, military equipment, or machinery. While on a shaving profile, beards will be trimmed close to the skin and will not exceed 1/4 inch unless medically justified. Soldiers on a medical profile are not authorized to shape the hair growth such as, but not limited to goatees, handlebars, soul patches, or forks. Beards must be maintained not to exceed a length of 2 inches when measured from the bottom of the chin. Beards exceeding 2 inches will be rolled and/or tied to achieve the required length. Styling products to groom or hold the beard in place are authorized

**A. 4. Cosmetics and Earrings** – Females may wear cosmetics while on duty (in uniform or civilian clothes), provided they are applied modestly and conservatively, and comply with the cosmetics policy. Lipstick will not distinctly contrast with the natural color of the lip. Males are prohibited from wearing cosmetics unless medically prescribed.

Only females are authorized to wear earrings while on duty (in uniform or civilian clothes). Screw-on, clip-on, and post-type are authorized in gold, silver, or diamond. They will be unadorned and spherical and will not exceed 6 mm or 1/4 inch in diameter. Earrings will only be worn in a matched pair with one per ear lobe. Earrings may be worn in the Army Combat Uniform except during a combat-related deployment, field environment, and locations where access to regular hygiene is limited. Earrings are not authorized for wear with the Army Physical Fitness Uniform.

Earring wear is not restricted when off duty and out of uniform as long as earrings do not create or support ear gauging.

**A.1. Eyelashes, Fingernails, Tattoos, and Brands** – Eyelash extensions are not authorized unless medically prescribed.

Extremist, indecent, sexist, and racist tattoos and brands are unauthorized. Soldiers may not cover tattoos or brands with bandages or cosmetics to comply with Army policy.

Fingernails will be kept clean and trimmed. Females may wear nail polish that is nude/natural shades, American Manicure, and light pink while on duty in uniform or civilian clothes. Nails will not exceed 1/4 inch measured from the fingertip. Square and rounded shapes are authorized. Males can only wear clear nail polish and fingernails will not extend beyond the fingertip.

**A.2. Headphones** – Soldiers may use headphones, including wireless or non-wireless devices and earpieces, in uniform while performing individual physical training in indoor gyms or fitness centers. Soldiers may not wear headphones while taking the physical fitness test of record.

Hands-free devices are allowed while operating a vehicle (including a motorcycle or bicycle) if not prohibited by policy or law.



# United States Army Japan Standards Book

## CHAPTER 1 INTRODUCTION

**1-1. Purpose.** The intent and purpose of this Standards Book is to educate and instill upon all service members of US Army Japan (USARJ) the basic standards for individual discipline, appearance, conduct, and military courtesy as established by Army Regulations and policies.

**1-3. Applicability.** All United States service members of Major Subordinate Commands of USARJ as well as all Soldiers and units assigned, attached, OPCON (USFJ), and ADCON (USARPAC), where the Commanding General exercises authority as the Senior Mission Commander shall adhere to these standards while serving in USARJ both on and off-duty.

**1-4. Responsibilities.** Commanders and leaders shall ensure that Soldiers always present a neat appearance and conduct themselves with the level of professionalism according to one who took the sacred oath to serve our Army and the Nation, both on and off-duty. Soldiers shall take pride in their appearance and always conduct themselves properly. Leaders have the duty to read, understand, and enforce all mandates within this book as well as ensure they brief their Soldiers on its contents. Leaders shall ensure that all Soldiers receive a copy of this book or are able to digitally reference the book using their smart phone. Soldiers should become familiar with all guidance in this book as soon as possible.

**1-5. Authority.** This standards book is published under the authority of the U. S. Army Japan Commanding General. The requirements outlined below are to be considered a lawful general order or regulation.

**1-6. References.** The following references were used in the creation of this standards book. Future changes in Army policy and regulations shall supersede in case of conflict except in those instances the Commanding General deems the policies contained herein are necessary in order to maintain good order and discipline as well as the health, welfare, and safety of service members.

- a. AR 190-5, Motor Vehicle Traffic Supervision, 22 May 2006.
- b. AR 190-13, The Army Physical Security Program, 27 June 2019.
- c. AR 600-8-14, Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel, 21 October 2020.
- d. AR 600-9, The Army Body Composition Program, 16 July 2019.
- e. AR 600-20, Army Command Policy, 24 July 2020.
- f. AR 600-25, Salutes, Honors, and Courtesy, 10 September 2019.
- g. AR 600-85, The Army Substance Abuse Program, 23 July 2020.
- h. AR 670-1, Wear and Appearance of Army Uniforms and Insignia, 26 January 2021.
- i. DA PAM 670-1, Guide to the Wear and Appearance of Army Uniforms and Insignia, 26 January 2021.
- j. 420420 TC 3-21. 5, Drill and Ceremonies, 03 May 2021.
- k. FM 7-22, Holistic Health and Fitness, 1 October 2020.
- l. USFJ 31-205, Motor Vehicle Operations and Traffic Supervision, 15 August 2017.

*m.* USARJ Liberty Order Supplement and Leave, Pass, and Travel Policy,  
13 November 2020.

**1–7. Exceptions to Policy.** Exceptions to policy may be granted when submitted through the chain of command, the Office of the Command Sergeant Major (OCSM) and approved by the U. S. Army Japan Commanding General, unless exception authority is withheld by other policies or regulations.

## CHAPTER 2

### MISSION AND HISTORY

**2-1. U.S. Army Japan Mission.** USARJ facilitates multilateral cooperation with regional partners and allies through engagements, training, and exercises, partnering with the Japan Ground Self-Defense Force (JGSDF) to enhance interoperability, capability, and capacity, while coordinating through USFJ to facilitate forces, footprints, and agreements between the U. S. Government and the Government of Japan to set conditions for the successful deterrence and execution of contingency operations.

**2-2. History of U.S. Army Japan.** On September 5, 1945, one Battalion of the 1st Cavalry Division of the U. S. Army entered Sobudai campus and took control of the Imperial Japanese Academy from the Japanese Soldiers guarding it. In order to negotiate disarmament and to assume command from the remaining Imperial Army Soldiers, the 1st Cavalry Division commander accompanied the first Soldiers to meet face-to-face with the Lieutenant General Academy commandant. Unfortunately, the commandant was transferred just days prior, and negotiations continued with a major as the senior Japanese Army officer. Several Japanese personnel were employed to put the school grounds in order. Shortly thereafter, a smaller unit replaced the 1st Cavalry, and for a while, the post was named the 4th Replacement Regiment Depot. Later, the name was changed to Camp Zama, whose main mission, along with Atsugi Base, was to serve as a stopover for Soldiers awaiting transportation to and from the Far East.

When Lieutenant General Robert L. Eichelberger, commanding general of Eighth Army, then stationed at Yokohama, learned in 1947 that the Sobudai monument had been located, he ordered it to be restored to its original pedestal.

In 1948, construction began using the forested areas around and to the east of Otakebi Shrine for family housing and south for the chapel. The old maneuver grounds where the Emperor had once watched Academy student exercises were transformed into the golf course in 1950.

After the outbreak of hostilities in Korea, Camp Zama once again became a logistics and staging area for troops, including those of the 1st Cavalry and the 7th, 24th and 40th Infantry Divisions, on their way to Korea.

In February 1952, a fire broke out from a heating boiler on south Camp Zama and destroyed five buildings of the former Academy. At that time, U. S. Army Far East Headquarters in downtown Yokohama was searching for a more suitable location in the countryside.

Consequently, it was decided to construct a new headquarters building on south Camp Zama and the design was entrusted to Raymond Architectural Design Company with construction completed by several large firms including the Takenaka, Kashima, and Nishimatsu Construction Companies. The command relocated from Yokohama in October 1953 and began occupying Building 101, which has served as USARJ headquarters, along with Building 102, ever since.

In the same year, IX Corps was assigned to U. S. Army Forces, Far East, on Camp Zama. An airfield was also built on a hill on the northwest corner of the installation, which became operational in 1954 with a 1,500-foot runway. It would later become known as Rankin Army Airfield, named for Major Thomas S. Rankin. In 1956, after just two years, IX Corps was reassigned to Ryukyu Command Headquarters in Okinawa.

During the 1960s, Camp Zama, along with Sagami General Depot (SGD) and the hospital at Sagami-Ono, experienced increased activity as the Vietnam War escalated. Soldiers were sent here for further medical care and R&R (rest and recuperation), and SGD acted as a logistical supply center for the war.

Another USARJ reorganization came September 1, 1969, when it began operating under a new structure designed to increase efficiency of operations without eliminating its existing missions or functions. The new structure incorporated four major commands plus the functions of the headquarters' staff sections, commonly known as general staff, into a single system comprised of 11 directorates and the U. S. Army Medical Department Activity, Japan.

With the signing of a joint utilization document on July 29, 1971, by Brigadier General Hugh A. Richeson, commanding general of USARJ, and JGSDF Lieutenant General Gosaku Takedatsu, commanding general of Eastern Army, Camp Zama was designated as a U. S. – Japan bilateral use facility. After a 26-year absence, about 250 JGSDF personnel from the 102nd Construction Battalion (which later became the 3rd Engineer Group) and other units began relocating to Camp Zama in October 1971.

A major change in the Army's command and organizational structure in the Pacific occurred on May 15, 1972, in conjunction with the return of Okinawa to Japanese control after 27 years of administration by the United States. USARJ acquired control of all missions and functions previously assigned to U. S. Army Ryukyus.

With this realignment, U. S. Army Ryukyus and the Second Logistical Command were inactivated, and those former elements were merged to form U. S. Army Base Command, Okinawa, a subordinate command of USARJ. In addition, under the complex reorganization that accompanied reversion, IX Corps was transferred from Okinawa and collocated with USARJ to form USARJ/IX Corps at Camp Zama, Japan, on June 30.

A USARJ reorganization established three subordinate commands on July 1, 1974: U. S. Army Garrison, Honshu (USAGH); U. S. Army Garrison, Okinawa (USAGO); and U. S. Army Medical Department Activity-Japan, (MEDDAC-JAPAN). For USAGH, U. S. Army Garrison Kanto Plain; Transportation Activity, Japan; Army Ammunition Depot Complex Akizuki; Procurement Agency, Japan; and Army Supply and Maintenance Activity, Sagami, were inactivated and their activities incorporated into the new organization.

After the discontinuance of U. S. Army Pacific (USARPAC) in the wake of the Southeast Asia conflict drawdown, USARJ was designated as a major Army command on January 1, 1975, reporting directly to Department of the Army. On February 28, 1977, U. S. Army Hospital, Camp Kuwae, Okinawa, was transferred to the U. S. Navy and U. S. Army Medical Department Activity, Japan, was disbanded, leaving USARJ with two subordinate commands, U. S. Army Garrison, Honshu, and U. S. Army Garrison, Okinawa.

In memory of Brig. Gen. Joseph H. Kastner, who died December 1, 1980, Rankin Army Airfield was renamed in his honor. Kastner served as deputy commander of USARJ and IX Corps from June 20, 1978, to September 18, 1980.

With the establishment of a bilateral command post exercise named Yama Sakura (Mountain Cherry) in 1982, and through successive annual bilateral exercises such as the Orient Shield series which began in 1985, USARJ/IX Corps and the JGSDF have developed a closer bilateral relationship.

On January 16, 1986, U. S. Army Garrison, Honshu, was provisionally reorganized as the 9th Area Support Group (Provisional). The 35th Supply and Service Battalion (Provisional), at SGD, and 196th Ordnance Battalion (Provisional), located at Akizuki, were also established this date. On October 15, 1987, the 9th Area Support Group inactivated and was replaced by the reactivated 17th Area Support Group while the 35th Supply and Service Battalion lost their provisional designation.

On August 30, 1990, USARPAC was reestablished and USARJ became a major subordinate command of that headquarters while continuing as the Army Component Command of U. S. Forces, Japan (USFJ).

As part of a reorganization of U. S. Army Systems Command, the U. S. Army Signal Battalions in Japan were re-designated as the 58th Signal Battalion in Okinawa and the 78th Signal Battalion on mainland Japan, under the 516th Signal Brigade in Hawaii. Operational control remained with the commander, USARJ/IX Corps.

On November 1, 1994, 9th Theater Army Area Command (TAACOM) was activated to enhance USARJ's ability to perform its two main missions: the defense of Japan and support of regional contingencies and coordinating reception, staging, and onward movement of U. S. Army forces in the Pacific with logistics bases in mainland Japan and Okinawa.

On January 17, 1995, a magnitude 6.9 earthquake struck the port city of Kobe. Known as the Great Hanshin Earthquake, relief supplies were dispatched through the JGSDF to aid Japanese citizens affected by the earthquake. More than 42,000 blankets, 37,000 gallons of water, 177 rolls of plastic sheeting, and 20 large tents were assembled by 35th Supply & Service Battalion and 17th Area Support Group Soldiers and civilian employees within 36 hours. Only requested relief supplies were sent to Kobe in the wake of the disaster.

To handle the intended transition of I Corps to Japan, the I Corps Liaison Detachment was established on August 22, 1995. On November 15, 1995, IX Corps inactivated and its duties, including those as the warfighters in the Pacific region, were fully absorbed by 9th TAACOM.

To promote efficiency, the 35th Supply and Service Battalion split in June 26, 1998, when the 35th Heavy Material Supply Detachment Sagami (Provisional) was activated. The detachment was tasked with the responsibility for the receipt, storage, and care of supplies in storage, inspection, and classification as well as monitoring hazardous material and waste.

October 16, 2000, saw the 9th Theater Army Area Command and 310th Theater Support Command merge to form the 9th Theater Support Command.

On March 27, 2001, JGSDF's 3rd Engineer Group was inactivated, and the 4th Engineer Group relocated from Camp Utsunomiya in Tochigi Prefecture to Camp Zama.

U. S. Army Garrison Japan was activated October 15, 2002, replacing the inactivated 17th Area Support Group. Falling under the Pacific Region Office, Installation Management Command was tasked with providing quality installation services and support to Soldiers, civilians, and families to ensure mission readiness and well-being of the Army community.

During 2006, the 296th Army Band and 78th Aviation Battalion were assigned to USARJ on June 30, and October 1, respectively, and the 35th Supply and Services Battalion was reorganized as the 35th Combat Sustainment Support Battalion (CSSB) on October 10.

The 9th TSC inactivated on September 15, 2007. Later, I Corps (Forward) was organized and activated November 25, 2007, in line with the Army's transformation efforts.

A devastating magnitude 9.0 earthquake and tsunami struck the northeast coast of Japan on March 11, 2011. Within minutes, USARJ began arranging humanitarian assistance and disaster relief operations in support of the JGSDF during Operation Tomodachi, Japan's largest-ever bilateral operation. USARJ continued to support the affected populations after operations officially ended by providing equipment and maintenance support to the JGSDF until September 2011.

The JGSDF presence increased at Camp Zama on March 26, 2013, when the Central Readiness Force (CRF) headquarters moved from Camp Asaka in Saitama Prefecture.

On March 30, 2016, I Corps (Forward) separated from USARJ and temporarily moved into the Mission Training Center at SGD to build and validate capabilities, while also holding its patch ceremony the next day.

Following a magnitude 6.2 foreshock on April 14, 2016, the next day a magnitude 7.3 earthquake struck Kumamoto City in the Kyushu region. The USARJ liaison officer assigned to JGSDF's Western Army and a visiting USARJ exercise planning team immediately began coordination for U.S. forces support. A USARJ UC-35 aircraft was the first U.S. military flight to arrive transporting Ground Staff Office and Joint Staff Office members.

The 35th CSSB relocated to Camp Zama from SGD in October 2017, where it continues to provide mission command for subordinate units by synchronizing distribution operations and logistics services support. The return also included its subordinate unit, the 623rd Movement Control Team (MCT) who still reside on SGD.

I Corps (Forward) once again completed its return to Camp Zama from SGD on April 1, 2018.

When JGSDF's Central Readiness Force (CRF) was inactivated March 26, 2018, most of its functions were transferred to the newly established Ground Component Command at Camp Asaka. The Bilateral Coordination Department, a newly established component of GCC, was set up at Camp Zama and provided coordination and liaison with I Corps (Forward).

On April 16, 2018, the 441st Military Intelligence Battalion inactivated and was replaced by the reactivating 311th Military Intelligence Battalion using the same complement of Soldiers and civilian employees.

The 38th Air Defense Artillery Brigade reactivated at SGD on Oct. 16, 2018, to align theater air and missile defense with joint and bilateral partners. The brigade currently oversees two radar sites in Japan - the 10th Missile Defense Battery at Shariki, the 14th Missile Defense Battery at Kyogamisaki - and four Patriot missile batteries assigned to the 1st Battalion, 1st Air Defense Artillery, on Okinawa. On October 1, 2019, Task Force Talon on Guam, equipped with the Terminal High Altitude Area Defense antiballistic missile defense system, was reassigned from the 94th Army Air Missile Defense Command to the 38th ADA Brigade.

On June 1, 2020, I Corps (Forward) was reassigned to USARJ. This move optimized staff efficiencies, established a Tactical Command Post capability, and helps to maintain bilateral coordination and liaison with the JGSDF's Bilateral Coordination Department in support of the Army in Japan. On the same day, the 35th CSSB, along with the 623rd MCT, were also realigned under the 10th Support Group.

The 765<sup>th</sup> Transportation Battalion (Terminal) will reactivate at Camp Zama on Sep. 16, 2024, to align with the Pacific Watercraft Strategy. The Battalion will oversee one Composite Watercraft Company at Yokohama North Dock, one Movement Control Team and one Field Feeding Platoon at Sagami Depot. The Battalion will be employed in fixed ports, unimproved ports, and bare beach facilities to command, control, plan for, and supervise attached units employed in the operation of water terminal, to include fixed port or Joint Logistics Over the Shore (JLOTS) operations.

While changes will continue to occur in the future, USARJ continues to be a strong and dedicated partner with the JGSDF and a trusted force to meet its obligations to the Japan-U.S. security treaty aimed at maintaining peace and stability in the Indo-Pacific region.

## 2-3. US Army Japan Insignia.

### a. Shoulder Sleeve Insignia.



**Description/Blazon:** On a medium blue disk within a 1/8 inch (.32 cm) red border with a 1/32 inch (.08 cm) white piping an inner edge, 2 inches (5.08 cm) in diameter overall, a representation of Mount Fuji in light blue and white.

**Symbolism:** The unit's location in Japan is symbolized by the representation of Mount Fuji (富士山), a renowned symbol of the country.

**Background:** The shoulder sleeve insignia was originally approved for the Army Forces, Far East Command on 5 September 1952. It was amended to change the name to United States Army Forces, Far East on 25 February 1953. The insignia was rescinded effective 1 July 1957. The shoulder sleeve insignia was reinstated and re-designated for the United States Army, Japan on 3 April 1959.

### b. Distinctive Unit Insignia.



**Description/Blazon:** A gold color metal and enamel device 1 1/4 inches (3.18 cm) in height overall consisting of an octagon with two opposite angles vertical containing a stylized representation of Mount Fuji in light blue with a white peak silhouetted against a red demi-sun on a blue background all enclosed by a circular gold scroll of five segments, bearing in the upper three segments the words "OMNIA FIERI POTEST" in blue letters. This translates to "All things are possible."

**Symbolism:** The unit's location in Japan is symbolized by the representation of Mount Fuji, a renowned symbol of the country. The octagon denotes the eight directions of the compass and is symbolic of peace and security.

**Background:** The distinctive unit insignia was approved on 13 February 1975.

## **CHAPTER 3**

### **SOLDIER APPEARANCE AND GROOMING**

The Army is a uniformed service where discipline is judged, in part, by the manner in which Soldiers wear their uniforms. A neat, well-groomed, and professional appearance by all USARJ Soldiers is imperative, as it contributes to building the pride and esprit de corps essential to a disciplined and effective military force.

#### **3-1 Personal appearance policies**

(1) Soldiers will always present a professional image and will continue to set the example in military presence, both on and off duty. This includes physical fitness and adhering to weight standards as outlined in AR 600-9

(2) The Army uniform regulations for standards of personal appearance and grooming are as specific as is practicable to establish the parameters with which Soldiers must comply.

AR 670-1 • 26 January 2021 6

#### **3-2. Hair, Fingernails, and Grooming.**

(1) Leaders will determine hairstyle appropriateness based on the guidance in AR670-1 by the ability to wear all types of headgear (such as beret, patrol cap, or service cap/hat) and any protective equipment (such as protective mask or combat helmet) properly. Headgear will fit snugly and comfortably, not to interfere with the fit or function of headgear or equipment. Hairstyles that pose a health or safety risk are not authorized.

(a) Soldiers can use highlights that create a natural blend with their natural hair color. Unnatural colors such as purple, blue, green, pink, bright red, and fluorescent shades are prohibited. This also applies to hair extensions, wigs, and hairpieces. (Revised ALARACT 042/2024)

(b) Soldiers who have a texture of hair that does not part naturally may cut a part into the hair or style the hair with one part. The part will be one straight line, not slanted or curved, and will fall in the area where the Soldier would normally part the hair. Soldiers will not shape or cut designs into their hair or scalp.

**Note. The USARJ Standards Book Does not cover the full scope of regulatory guidance. Soldiers must look further for minimum hair lengths, the different ponytail options and the multiple hairstyles in AR 670-1 and ALARACT 042/2024.**

(2) **Hair-Holding Devices.** Hair-holding devices are authorized only for the purpose of securing the hair. Soldiers will not place hair-holding devices in the hair for decorative purposes. All hair holding devices must be plain and of a color as close to the Soldier's hair as is possible or be clear. Authorized devices include, but are not limited to, small plain "scrunchies" (elastic hair bands covered with material), barrettes, combs, pins, clips, rubber bands, and hair/head bands. Such devices should conform to the natural shape of the head.

#### **3-3. Tattoo Policy.**

Soldiers are prohibited from having tattoos or brands that are extremist, indecent, sexist, or racist, that are prejudicial to good order and discipline regardless of location on the body. Regarding tattoos on the individual portions of the body:

(1) **Head and Face.** Tattoos are prohibited on the head and face. The only exceptions will be for permanent makeup for females so long as the permanent makeup meets the



standards of appearance for the wearing of makeup, and one tattoo behind each ear not to exceed one inch in all redirections and will not extend forward of the ear lobe.

(2) **Neck.** IAW Army Directive 2022-09, Soldiers are authorized one tattoo on the back of the neck, not to exceed two inches in measurement in all directions.

(3) **Wrists and Hands.** Soldiers may have one ring tattoo on each hand located below the joint of the bottom segment which is the portion closest to the palm of the finger. Previously documented tattoos on the neck and hands, for which Soldiers have a tattoo validation memorandum will continue to be grandfathered. Accessing applicants must adhere to this same policy.

a. Soldiers may not cover tattoos or brands with bandages or make up in order to comply with the tattoo policy.

b. Commanders shall perform an annual check for new tattoos or brands above the neckline, wrist, and hands. If any unauthorized tattoos are found the Soldier must be processed in accordance with AR 670–1 para 3–3f.

c. Commanders will refer to AR 670–1, dated 26 January 2021 for further information regarding the tattoo policy.

### **3–4. Jewelry.**

a. Soldiers may wear a wristwatch, a wrist identification bracelet including a conservative style POW/MIA/KIA identification bracelet (black or silver, only one item per wrist), and no more than two rings (one ring per hand) (wedding set is considered one ring) with Army uniforms so as long as the style is conservative. Commanders and leaders may prohibit the wearing of jewelry for safety and/or health reasons. Fashion devices, such as green 550 cord, plastic bracelets, vogue medallions, personal talismans, or amulets are not authorized for wear in uniform or on duty.

b. No jewelry, other than that described in AR 670-1, 3-4a or 3-4d, can appear exposed while in uniform, or in civilian clothes on duty. Additional guidance on religious items is described in paragraph 3 – 15. Pens and/or pencils of any color may be worn exposed in the pen and pencil slots on any uniform with such slots.

c. IAW AR 670–1, Earrings worn by males while off duty in civilian clothes are authorized both on and off post if the earrings do not create or support ear gauging. Females shall not wear earrings in the Class C uniforms (utility, field, or organizational to include hospital duty, food service, and physical fitness uniforms). Per ALARACT 042/2024, Female Soldiers have the authorized option to wear earrings in the army combat uniform (ACU). Stud earrings may be screw-on, clip on, or post-type earring in gold, silver or diamond. Pearls are not authorized to wear in ACU but is authorized in formal attire (service or dress uniform). The earring will not exceed 6mm or ¼-inch in diameter, and they must be adorned (plain) or spherical (round). When worn, the earrings will fit snugly against the ear. Hoop, two-sided or drop earrings are not authorized. Female Soldiers may wear earrings only as a matched pair, with only one earring per standard ear lobe. Earrings are not authorized to be worn in the cartilage, industrial, transverse lobe, tragus, or conch part of the ear.

d. IAW AR 670–1, No body piercings are allowed with the exception of earrings either on or off duty whether in civilian attire or Army uniform. Soldiers shall neither wear nor have any adornment or jewelry attached, glued, or pierced through any portion of the tongue, mouth, or lips, nor wear removable tooth/teeth caps, gold caps, platinum caps, or caps of any unnatural color or texture, permanent or removable, for purposes of dental ornamentation on or off duty. Teeth, whether natural, capped, or veneered, will not be ornamented with designs, jewels,

initials or similar ornamentation. Soldiers shall not have unnatural shaping of teeth for non-medical reasons.

### **3–5. Eyeglasses, Sunglasses, and Contact Lenses.**

**a. Eyeglasses and Sunglasses.** IAW AR 670–1, para 3–10, Soldiers are prohibited from wearing sunglasses with mirror lenses of any color. Frames of both eyeglasses and sunglasses are not authorized if they contain conspicuous initials, designs, or other adornments. Sunglasses and eyeglasses shall not have attached chains or ribbons while in uniform, however, restraint bands are authorized for safety purposes. Soldiers shall not wear sunglasses or eyeglasses on top of the head at any time while in uniform. Soldiers are authorized to wear ballistic spectacle eye protection issued by the Army, including lens colors or logos that do not comply with AR 670-1, paragraph 3–10a(3), in garrison or field environments unless otherwise directed by their chain of command.

**b. Authorized Protective Eyewear List.** For a complete list of approved ballistic eyewear please refer to the following link. It contains all approved ballistic eyewear, with photos of each, additional lenses and has the “current as of” date on the top of the page.

<https://www.peosoldier.army.mil/Equipment/Approved-Eyewear-QPL/>

**c. Contacts.** Soldiers will not wear tinted or colored contact lenses while in uniform. This includes clear lenses that have designs on them that change the contour of the iris. Contact lenses may be restricted by the commander for safety or mission requirements.

**3–6. Identification Tags.** Identification tags, plus a red medical tag if applicable, are worn around the neck on a long chain in the daily duty uniform or when traveling in civilian attire on official orders, except when safety considerations apply.

### **3–7. Electronic Devices.**

**a. Cellular Phone or Electronic Device.** Soldiers will not walk or use personal electronic devices while actively communicating with a cell phone or electronic device while in any uniform. Soldiers will stop moving until the completion of the conversation/texting when communicating on a cell phone or an electronic device. Soldiers operating motor vehicles will refer to paragraph 3–6b.

**b. Headsets/Headphones/Earpiece/Bluetooth Devices.** Using earphones, headphones, or any other listening devices when in uniform on a DOD installation while on, or adjacent to, roads or streets is prohibited at all times IAW AR 385–10 while walking, jogging, running, skateboarding, bicycling, or any other mode herein not enumerated due to safety concerns and reasons. Unless otherwise prohibited by the unit or installation commander, Soldiers may use headphones, including wireless or non-wireless devices and earpieces, in uniform only while performing individual physical training in indoor gyms or fitness centers. Soldiers may not wear headphones beyond the permitted area in any manner, including around the neck or attached to the uniform.

**c.** Headphones will be conservative and discreet. Ear pads will not exceed 1-1/2 inches in diameter at the widest point. Soldiers may wear electronic devices, such as music players or cell phones, as prescribed in AR 670–1, paragraph 3–6a. They may also wear a solid black armband for electronic devices in the gym or fitness center. Soldiers may not wear the armband beyond the permitted area.

## **CHAPTER 4**

### **OFF-DUTY APPEARANCE**

As members of the profession of arms and warriors for our Nation, high standards of appearance must be maintained in your civilian attire as it is in your military uniform and appearance. Appropriate attire avoids public embarrassment, instills self-confidence and pride, and promotes a sense of community. Military members stationed in Japan and their dependents and guests are ambassadors of the United States military and representatives of USARJ who carry on our legendary legacy of service. While off-duty, Soldiers should dress casually and comfortably provided that they comply with established garrison dress codes for all facilities as well as post policies and regulations; there are legal, discipline, safety, and sanitary reasons that require a strict dress code and presentation of appearance.

**4-1. Clothing.** Soldiers will choose civilian clothes for off-duty wear that presents a professional image that does not detract from the profession, unless specifically exempted.

a. Soldiers will wear their civilian trousers or shorts so that their underwear is not visible when utilizing or visiting installation facilities.

b. Items intended to be worn as undergarments are not acceptable as outer garments in any public places and are also strictly forbidden. This includes, but is not limited to, the PX, fitness centers, shoppette, theaters, commissary, chapels, and clubs, dining facilities, medical, and dental facilities.

c. Soldiers shall not wear cutoff articles of clothing, or clothing that is transparent or is excessively tight. This provision does not prohibit reasonable tight clothing worn during appropriate activities at the swimming pool, sunbathing, beauty pageants, body building competitions, fashion shows, and athletic activities/physical training.

d. Nightclothes, such as pajamas and bedroom slippers, are not authorized for wear off-post or in any installation facility at any time.

e. While "short shorts" and halter-tops are appropriate for sunbathing, Soldiers will not wear them in any installation facility. Females will not wear any clothing that reveals undergarments/lingerie, mid-section, or an excessive portion of the upper body.

f. Bandanas will not be displayed in any manner.

g. Clothing that is excessively dirty or contains holes, is torn, or is adorned with vulgar and obscene slogans or designs is strictly prohibited for wear either on or off duty.

**4-2. Headgear.** When on a military installation, civilian headgear shall be removed IAW established norms, such as while in DFACs, Movie Theaters, and Chapels.

**4-3. Footwear.** Soldiers shall not be barefooted in any facility, except where footwear is not appropriate, such as swimming pools. Soldiers may wear sandals, flip-flops, slippers or shoes with or without socks or stockings.

**4-4. Travel Attire.** As a member of our military, we are ambassadors to the people of the United States and are a direct reflection of the alliance we have formed with the people of Japan. When traveling on any form of official orders (including TDY) all personnel shall wear appropriate business casual civilian attire. This consists of slacks and polo or equivalent. No open toed shoes, crocks, shower shoes, slides or shoes that are not in good condition.

## CHAPTER 5 UNIFORM STANDARDS

The Army combat uniform (ACU) and the improved hot weather combat uniform (IHWCU) in the operational camouflage pattern (OCP) is a daily work, utility, and field uniform.

**5-1. Army Combat Uniform (OCP) Standard.** Variations of the ACU include the A2CU, Mechanic Coveralls and Fuel Handlers Coveralls. For all non-dress uniform references, the daily combat uniform and its variations will be referred to as OCP.

Commanders may authorize Soldiers to roll-up the sleeves on the OCP. When Soldiers wear the sleeves of the uniform coat rolled up, the camouflage pattern will remain exposed. Personnel who roll their sleeves will do so neatly above the elbow but no more than 3 inches above the elbow.

Upon approval of the commander and **only during field training exercises**, the sleeves may be down and cuffed inside the coat one or two times. The coat sleeves may be cuffed inside or outside the coat. Personnel will not exceed two rolls or cuffs of the coat.

**Note. For further guidance reference DA PAM 670-1, 26 January 2021, for combat uniform.**

**a. Duty Day Uniform.** The ACU is a combat uniform authorized for wear year-round. The uniform consists of the following components:

(1) Coat.

(2) US Army and nametapes, rank, US flag insignia (colored) and unit shoulder sleeve insignia.

(3) Trousers.

(4) Undergarments.

(5) Army combat boots: coyote leather. The boots must be between 8 to 10 inches in height and made of coyote-colored, flesh-side out cattlehide leather with a plain toe and a soling system matching the color of the coyote upper materials. Rubber and polyether polyurethane are the only outsole materials that are authorized. The soling materials will not exceed 2 inches in height when measured from the bottom of the outsole and will not extend up the back of the heel or boot or over the top of the toe. The exterior of the boot upper will not contain mesh but will be constructed of all leather or a combination of leather and non-mesh fabric.

(6) Socks: green, or black cushion sole.

(7) Belt, brown with open-faced buckle or two-inch rigger belt.

(8) Undershirt, moisture wicking coyote.

(9) Patrol Cap (PC).

(10) Extended Cold Weather Clothing System (ECWCS) undershirts (when temperature dictates and approved by the commander).

**b. ACU Field Training / Operations Uniform.** The ACU field training/operations uniform consists of the following components:

(1) Same as the Duty Day ACU.

**\*\*\*The following items will be CIF/OCIE Issue ONLY, NO aftermarket purchased items\*\*\***

(2) ACH helmet with RHINO (night vision device) mount.

(3) Improved Outer Tactical Vest (IOTV) with front and back Enhanced Small Arms Protective Insert (ESAPI) plates.

(4) Army combat boots: coyote leather.

(5) Tactical gloves, Army issue or Commander Approved OCIE IAW CTA 50-900.

(6) Assigned weapon.

(7) Fighting Load Carrier (FLC) vest with minimum items. If the following items are not attached to the IOTV then they must be attached to the FLC.

(a) Water source.

(b) Weapon magazines and carriers.

(8) The assault pack and/or rucksack shall contain:

(a) Patrol cap.

(b) Tactical kneepads.

(c) Protective mask/carrier.

(d) Hearing protection.

(e) Ballistic eyewear (APEL approved).

**c. Camouflage Patterns and Uniformity.** All components of OCIE systems, such as IOTV, FLC, MOLLE, etc. will be of the same camouflage pattern to the greatest extent possible. Unit commanders will permit the mixing of issued items to fulfill requirements.

(1) When wearing OCP pattern OCIE cold and wet weather garments, the OCP rank, name and US ARMY patches will be worn on OCIE items.

**d. Combat Shirt.** The Army Combat Shirt (ACS) is authorized in a deployed or field environment, but only when specifically approved by the Commander. The ACS is not authorized for wear outside of the immediate Unit area, more than one (1) hour prior to and one (1) hour after patrol. The ACS will not be worn in any facility that provides AAFES vendor services, DFAC's, Commissary, Banks, MWR or any other facility that is not the Soldiers Company, Battalion, Brigade etc.

**e. Coyote or Black Fleece Cap.** The black or coyote tan fleece cap may be worn with the ACU in the Garrison environment, but only when authorized by the Commander and the temperature is 32 degrees Fahrenheit or lower.

*f. Commissioned Officer Branch Insignia.* Officers do not wear their branch insignia. As an exception, Chaplains will wear black embroidery on the digitized fabric with hook and loop or sewn branch insignia centered 1/8 inch above the nametape.

**5–2. Headgear.** Soldiers in uniform shall wear appropriate headgear when outdoors except when near or around military aircraft or if it interferes with safety. Headgear shall not create a bulky appearance or protrude from any pocket when not worn.

*a. Beret.* The black beret is only authorized for wear with the ASU.

*b. Fleece Cap.* The fleece cap is worn when wearing the patrol cap is impractical provided that it is authorized by the Commander. It can be worn with the physical fitness uniform or combat uniform in field environments when the Army combat helmet is not worn, on work details, or in other environments. When in a formation, all Soldiers shall wear the same headgear. When wearing the fleece cap in the ACU, it shall be accompanied by the wear of an all-weather/cold-weather outer jacket and gloves as prescribed by the Commander.

(1) When wearing fleece cap, it shall be worn pulled down snugly on the head with the bottom edge covering the ears but not covering the eyebrows. The bottom edge (all) of the cap may be folded but not rolled.

*c. Army Service Uniform (ASU) Service Cap and Army Green Service Uniform (AGSU) Service Cap.* This cap is the alternate headgear for ceremonies as the purchase of the headgear is optional.

**5–3. Cold Weather Uniform.** Leaders shall ensure all Soldiers are protected and safeguarded against cold weather injuries. Leaders at every level will use their best judgment in all situations to mitigate the risks of injuries when outdoors during cold weather.

*a. Extended Cold Weather Clothing System (ECWCS).* Soldiers shall wear only approved under and outer garments with the ACU. Outer garments must have US Army, nametape, rank, organizational SSI, and US Flag insignia (as applicable) attached and displayed properly. Leaders shall ensure safety and uniformity is adhered to when wearing the ECWCS. Soldiers shall not alter the appearance of these garments.

*b. Fleece Jackets.* The fleece jacket is worn with the ECWCS as an under layer or as an outer garment. When worn as an outer garment, Soldiers must wear the nametape, US Army and rank. The fleece jacket can be worn in the garrison environment, but only when authorized by the Commander or the temperature is 32 degrees Fahrenheit or lower.

*c. Gortex or Field Jackets.* Soldiers will wear the ACU Gortex or Field Jacket with the ACU. Field jackets shall have at a minimum, the US Army tape, nametape, rank, organizational SSI, and US Flag insignia (Colored). The Generation I & II Gortex jacket, and Generation III ECWCS Gortex jacket shall have the rank on the front tab, and either pin-on rank or cloth tab rank.

*d. Cold Weather Undergarments.* Issued and commercial off the shelf (COTS) cold weather undergarments are authorized for wear under the ACU and APFU uniform. However, these items are tan, black, OD green, or coyote and cannot interfere or detract from the proper wear of the ACU/APFU or affect performance.

**e. Coat, Black or Heritage Green, All-Weather.** Black Coat, Officers wear non-subdued pin-on grade insignia on the shoulder loops of this coat. Noncommissioned officers wear shoulder marks on the shoulder loops. Enlisted personnel wear non-subdued grade insignia on the collars of the coat. When the grade insignia is removed from the coat, personnel may wear the coat with civilian clothing. Heritage Green All-Weather coat all ranks wear no subdued pin-on grade insignia on the shoulder loops of this coat.

#### **5-4. Accessories.**

**a. Personal Hydration Systems.** The use of an Army CIF issued camouflage, black, or solid color that is a similar color to match the shade of the uniform, personal hydration system (camelback) is authorized to wear in a field environment, during tactical fitness training, when carrying a rucksack or on work details. Soldiers will not wear hydration systems in garrison environments unless authorized by the commander.

**b. Bags.** Soldiers may use civilian gym bags, civilian rucksacks, or other similar civilian bags while in uniform. All bags carried over the shoulder must be black or match the ACU camouflage pattern with no commercial/bright-colored logos or patches. Bags that meet these standards may be used when wearing either the APFU (black & gold) or the ACU. Bags that do not meet these requirements must be carried in the hand and still must be conservative and professional in appearance. Guidance pertaining to the authorization of wearing/carrying handbags and purses can be found in DA Pam 670-1 chapter 20-2.

**c. Neck Gaiter.** The neck gaiter should not be worn indoors. The black, brown, and ACU pattern neck gaiter is authorized to be worn with the ACU, APFU, and tactical uniforms when designated by leadership. Individual Soldiers may wear it as a neck warmer, hood, or balaclava/mask when outdoors in cold weather.

**d. Glove and Glove Inserts.** At their discretion, Soldiers may wear issued RFI, OCIE, or personal gloves in ACU or APFU uniforms in both garrison and tactical environments. Black is the only authorized color for personal gloves. Gloves and inserts may be worn without any cold weather outer garments (e. g. ECWCS, Gortex or field jackets).

**e. Hearing Protection.** All Soldiers are required to wear fitted non-linear hearing protection during all military training or operations involving high-frequency impulse noise that can cause injury to Soldier's hearing.

**f. Eye Protection.** Soldiers are authorized to wear APEL approved ballistic spectacle eye protection issued by the Army, including lens colors or logos that do not comply with AR 670-1, para 3-10a(3), in garrison or field environments unless otherwise directed by their chain of command.

**g. Umbrella.** Soldiers may carry a plain, black umbrella during inclement weather only while wearing the AGSU, ASU, or Class-B, dress, and mess uniforms. Umbrellas are not authorized in formations. Commanders may further restrict Soldiers' use of umbrellas, as appropriate.

**h. Brassards.** Brassards are worn as ID to designate personnel who are required to perform a special task or to deal with the public. (i.e. Military Police wear a patch on the left shoulder with the letters "MP")

### 5-5. ECWCS weather and layer guidelines.

LIGHT DUTY	TEMP (DEGREES F)	WET/DRY	L1	L2	L3	ACU PANT	L4	L5	L6	L7
	>45	DRY	X				X	X		
WET		X				X	X		X	
32 - 45	DRY	X		X				X		
	WET	X		X				X	X	
0 - 32	DRY		X					X		X
	WET		X					X		X
-40	DRY	X	X					X		X
	WET	X	X					X		X

HEAVY DUTY	TEMP (DEGREES F)	WET/DRY	L1	L2	L3	ACU PANT	L4	L5	L6	L7
	>45	DRY	X				X	X		
WET		X							X	
32 - 45	DRY	X						X		
	WET	X							X	
0 - 32	DRY	X	X					X		
	WET	X	X					X		
-40	DRY	X	X					X		
	WET	X	X					X		X



### 5-6. Uniform Wear Restrictions.

a. The utility uniforms are designed to fit loosely; alterations to make them form fitting are not authorized. Keep uniforms free of holes and tears; keep all pockets properly closed.

b. **Soldiers shall not wear** OCP's off-post in any establishment. **Soldiers shall not travel** in OCP's on domestic or international flights for operational security and anti-terrorism reasons. **Soldiers shall not wear** the OCP's for court appointments off military installations. **Soldiers will wear** professional attire (e. g. a suit and tie) to such events, especially to appointments and hearings in the Japanese court system. For appointments in the United States and its territories, the only authorized uniform for any official appointment, such as civilian courts, is the Army Service Uniform (ASU) or Army Green Service Uniform (AGSU).

c. IAW USFJ Policy 36-3003, Soldiers may wear OCP's off-post to pay bills, retrieve take-out food, or temporary stops between work and their residence. The OCP's should not be the primary uniform to conduct business off-post. Soldiers may not consume alcohol off the installation while in OCP's. If worn off-post, uniforms must be clean, serviceable, and IAW AR 670-1.

d. The OCP's are not appropriate for social or official functions off the installation such as memorial services, funerals, weddings, or inaugural ceremonies. Soldiers shall wear ASU/AGSU/Class A or Class B uniforms at these types of events with the Black Beret, Garrison



Cap, or Army Service Cap. Alternatively, suit and tie, or the female equivalent, could be worn in such circumstances.

e. Soldiers shall not combine the wearing of civilian attire and military clothing, to include the APFU, unless specifically prescribed in AR 670–1 or memorandum of approval by HQDA.

f. Subdued or IR Flags are only worn in a field environment or when directed by commanders. All other patches outlined in AR and DA PAM 670-1 are authorized for wear on the ACU. "Morale" patches are not authorized on any portion of the ACU, OCIE items where patches can affix including the field pack, rucksack, or headgear. These include blood-type, state flag, custom made flags, moto patches, and unit mascot patches.

## **CHAPTER 6**

### **PHYSICAL READINESS TRAINING (PRT)**

PRT is the most important training event of each duty day. PRT allows us to build our physical, emotional, and mental fitness while improving our stamina, strength, and physical readiness. Conducting unit PRT brings the entire team, section, platoon, or company level units together and builds teamwork, trust, and esprit de corps. Every Soldier assigned to USARJ must be and will be fit to “Fight Tonight.”

#### **6–1. General Guidelines.**

a. **Length.** Soldiers shall conduct 90 minutes of combat focused, small group, intensive PRT each duty day, and shall ensure that 90 minutes of PRT is conducted when either on shift, in the field, or on mission.

b. **PRT Activities.** PRT is a leader development tool for Soldiers and leaders. It gives them an opportunity to plan, coordinate, and execute 90 minutes of rigorous PRT for all unit members and create alternate readiness exercises for those on temporary and permanent profiles. PRT shall focus on applying fitness training involving short-burst, high heart rate (120 to 160 BPM) exercises that cause a comparable environment that a Soldier or leader will physically experience in a real-world hostile environment. The PRT program should be a 90-minute session; each session shall include at least 60 minutes of rigorous PRT, proper cool down, and first line opportunity training.

c. **Execution Times.** PRT shall be executed between the hours of 0630-0800 while in garrison. Commanders have the discretion to determine when their unit will conduct PRT so long as 90 minutes of PRT can be conducted within the time allotted. Soldiers are given 60 minutes to get ready for the rest of the duty day. In addition, Commanders are the approval authority for PRT beginning prior to 0630 or PRT that exceeds the 90-minute duration. Reverse cycle PRT should be conducted from 1600-1730 for those personnel who are not available during normal PRT time due to missions and or extreme cold weather or adverse road conditions.

d. **Profile Requirements.** Personnel on temporary or permanent profile will conduct daily PRT within the limits of their profile as outlined in FM 7-22 based on the body type and category of phase of recovery. All unit Commanders are responsible for managing the appropriate Rehabilitation and Reconditioning Program. If a Soldier has a condition that prevents him/her

e. from emergency operations, deploying or fighting for an extended period, leaders have an affirmative duty to ensure that Soldier is immediately screened by a Medical Evaluation Board for retention.

**6–2. PRT Uniform.** The USARJ PRT uniform is the Army Physical Fitness Uniform (APFU). Leaders may adjust the uniform based on Soldier comfort and weather conditions but shall ensure all personnel wear the APFU uniform correctly at all times. This includes at all exercises and other TDY where the Soldier will conduct PRT.

a. **Army Physical Fitness Uniform (APFU).** The APFU consists of the following components and accessories: See figure 6-5.

- (1) Jacket, running, black and gold, with gold Army logo.
- (2) Pants, running, black, with gold Army logo.
- (3) Trunks, running, black, with "Army" in gold.
- (4) T-shirt, black, short sleeve, with "Army" in gold.
- (5) T-shirt, black, long sleeve, with "Army" in gold.
- (6) Footwear.
- (7) Socks.
- (8) Fleece cap, black.
- (9) Gloves, black.

**b. Socks.** Soldiers are authorized to wear either black or white socks with the APFU; sock color choice is at the discretion of the Soldier. The socks will be calf-length or ankle-length (ankle-length socks must cover the entire ankle bone), plain with no logos.

**c. Headgear.** Personnel wear the black fleece cap pulled down snugly on the head with the bottom edge covering the ears but not covering the eyebrows. The bottom edge (all) of the cap may be folded but not rolled. When wearing the APFU, the black fleece cap is the only authorized color.

**d. Wearing Requirement.** The APFU or ACU are the only authorized PRT uniforms during the hours of 0630-0800. All Soldiers shall be in one of these uniforms during this time-period regardless of duty position, station, or rank. USARJ Soldiers shall not wear civilian attire regardless of their duty status between the hours of 0630-0800 while conducting physical training, in Garrison or at Exercise locations. The exception to this requirement is for pregnant Soldiers (see para 6–4), when conducting PT off post, cycling, or swimming. Leaders at the unit level will determine the appropriate uniform based on the type of physical training being conducted, the location, and the weather conditions, or by the OCSM/OCG.

**e. APFU Wear Restrictions.** Soldiers may wear the APFU on and off duty for fitness training. Soldiers will not wear any portion of the APFU with the ACU at any time for any reason while conducting PRT.

(1) The APFU is authorized for wear in any installation facility (DFAC, Commissary, PX) IAW the 2020 Secretary of Defense memo. However, the DFAC is for to-go meals only, the Commissary and PX for immediately consumed items or emergency purchases and the uniforms must be clean, serviceable, and in good condition.

(2) Mixing of APFU with civilian attire is not authorized at any time.

**f. Female Soldier PRT Hair Guidelines.** Female Soldiers may wear a ponytail to, during, and from PRT. If elected, female Soldiers will wear a single ponytail centered on the

back of the head. If the ACH is worn during PRT, then hair shall be secured using normal guidelines IAW AR 670–1.

**g. Unit t-shirts.** Battalion Commanders may substitute the APFU t-shirt for a distinctive unit t-shirt, and the APFU jacket with a distinctive unit sweater, within the following guidelines:

(1) The unit t-shirt and/or sweater is an optional purchase for Soldiers.

(2) Unit t-shirts and sweaters are only authorized at the Company, Troop, and Battery echelons. There will be no unit t-shirts or sweaters below the Company level.

(3) Absolutely no hoodies will be authorized for wear with the APFU, at any level of command.

**h. Organized Sports.** Organized sports are not part of the PRT program, and will not be conducted between the hours of 0630-0800.

**6-3. Foot Marching PRT.** The uniform for Conditioning is the APFU, Army Combat Boots, black/green issued type socks, MOLLE Gear, Rucksack or assault pack, and reflective belt, which will be worn around the rucksack. The uniform for Foot Marching is the ACU Field Training uniform to include M4.

**a. Limited Visibility.** During limited visibility conditions, foot marches must be conducted off main roads on authorized PT routes only. Road guards will be equipped with white lights during periods of darkness or limited visibility.

**b. Cadence Calls.** Cadence calls during either PRT formation runs or foot marches motivates and builds camaraderie as well as esprit de corps within the unit; however, it shall not contain profanity, sexual innuendo, or language demeaning to others. Furthermore, units shall not call cadence in certain designated areas such as housing areas on military installations and off-post.

**c. Prohibited PRT Locations.** PRT cannot be conducted on the high school track on/after 0700hrs or prior to 1700hrs. Off-Post physical fitness is authorized but must be conducted in appropriate civilian clothes and cannot exceed a formation larger than a squad-sized element.

**d. PRT at Echelon.** PRT will be conducted at the Team/Section level. Company Command Teams and above may conduct PRT on their own to circulate among their respective units/formations.

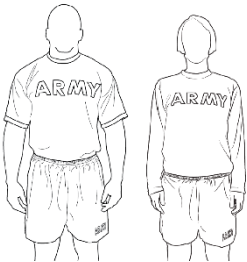
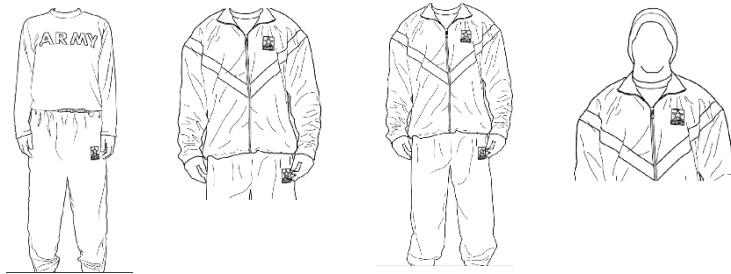
**e. Accountability.** All Soldiers in the ranks of LTC (O-5) and below will attend accountability formations daily.

**6–4. Pregnancy and Post-Partum PT (P3T).** Pregnant Soldiers shall attend unit level Pregnancy and Postpartum unit PRT session. Pregnant Soldiers will wear the APFU until such time it becomes too small or uncomfortable. Pregnant Soldiers may wear the t-shirt outside the trunks. Commanders shall not, at any time, require pregnant Soldiers to purchase a larger

PRT UNIFORM							
Temp in Fahrenheit	APFU SS Shirt & Shorts	APFU LS Shirt	APFU Jacket	APFU Pants	Black Fleece Cap	Black Gloves	ECWCS Lvl 1
Above 50	X						
50-35	X	X					
35-25	X	X	X	X			
25-15	X	X	X	X	X	X	
15-0 and Below	X	X	X	X	X	X	X

Figure 6-5

APFU in order to accommodate the pregnancy. When the uniform becomes too small or uncomfortable, pregnant Soldiers may wear equivalent civilian workout attire so long as it is conservative and professional in appearance.



## CHAPTER 7

### MILITARY CUSTOMS AND COURTESIES

The Army is an organization that instills pride in its members because of its history, mission, capabilities, and the respect it has earned in the service of the Nation. A reflection of that pride is visible in the customs, courtesies, and traditions the Army acculturated. USARJ takes great pride in its heritage and legacy, and we are proud our customs, courtesies, and traditions.

**7-1. Saluting.** USARJ Soldiers shall render the proper military courtesies to all U. S. and foreign military superior officers and NCOs. The exchange of a salute is one of the oldest traditions in the military and a visible sign of good discipline and mutual respect. It also demonstrates situational awareness and individual vigilance as Service Members actively scan their area and seek those approaching on foot or in vehicles as possible superior officers so that they may recognize them with a sharp salute and greeting of the day in a disciplined and proud manner.

a. Enlisted personnel and junior officers shall render salutes and salutations (unit/motto) to all senior officers. All Soldiers render the salute with a verbal greeting of the day or passing of the unit motto while saluting. USARJ units must submit through the OCG to have “No Salute” areas. The salute challenge and response for USARJ is “Ichi Dan (一団), sir/ma’am” and “One Team” is the response.

b. Enlisted personnel encountering a person of senior enlisted rank, shall render the proper greeting of the day.

c. Service members will always remain situationally aware when outdoors, in order to recognize and salute all officers. General and other senior officer vehicles are identified by a red plate in the windshield depicting their rank and headlights turned on in order to better recognize the vehicle. Soldiers will render the proper salute to these vehicles when passing.

#### **7-2. Courtesies Rendered During Ceremonial Songs.**

a. **Reveille.** Played at 0600 daily. When outside, in APFU or duty uniform and not in formation, face the flag or music and render a salute on the first note. Remain at “present arms” until the completion of the last note. In civilian clothes, stand at “attention” and place the right hand over the heart (or headgear over the left shoulder if worn) until the last note is played. Runners will stop and render honors to the Nation. The only exception will be while Soldiers are actively conduct the ACFT.

b. **Retreat/To the Colors.** Played at 1700 daily. This tradition is celebrated in two distinct parts; the bugle call of “Retreat” followed by “To the Colors.” When outside, in APFU or duty uniform, face toward the Colors or music and assume the position of “attention” on the first note of Retreat. Remain at this position and render the hand salute on the first note of “To the Colors.” When in formation, or in a group while in uniform, the senior ranking Soldier orders the formation to the position of “parade rest.” On the first note of “To the Colors”, the senior ranking Soldier orders the formation to “attention, present arms.” In civilian clothes, stand at “attention” during “Retreat” and place the right hand over the heart (headgear place over the left shoulder if worn) Remain at attention until last note of "TO THE COLOR" has been played (if flag is not in view, face direction of music).

c. When in a vehicle, the driver will bring the vehicle to a stop and the most senior person of the vehicle will dismount and render the proper respect as outlined above.

d. **National Anthem.** When outside, in APFU or duty uniform and not in formation, face toward the Colors or music, assume the position of “attention,” and render the hand salute on the first note of the music. (All veterans can render the hand salute when the National Anthem is played). In civilian clothes, stand at “attention” and place the right hand over the heart (or headgear over the left shoulder if worn) or render the hand salute on the first note. Soldiers will extend this courtesy to both the U. S. and Japanese National Anthems.

### **7-3. Addressing Officers and Noncommissioned Officers.**

a. **In General.** The first person to sight an officer who is higher in rank than the Officer present in the room shall call the room to “attention.” When a senior noncommissioned officer enters a room/area, the first person to sight the senior NCO shall sound “at ease.” Examples are unit headquarters, orderly rooms, supply rooms, dayrooms, squad rooms, and hallways. In smaller rooms, containing one or two Soldiers, the Soldier(s) should rise and stand at the position of attention when an officer enters the room or “parade rest” when an NCO enters.

b. **Work Areas.** In work areas such as offices, shops, hangers, and medical treatment facilities, personnel may remain working, but the senior Soldier shall report to the visiting officer and/or CSM/SGM.

c. **Dining Facilities.** The first person sighting an officer senior in rank to the unit commander, or senior to those present, in the dining facility should call “at ease” so that the officer’s presence is known, and necessary action can be taken. The Soldiers should fall silent but continue to work or eat. The senior dining facility OIC or NCOIC should report to the officer.

d. **During Conversations.** All Soldiers, officer or enlisted, come to the position of attention facing a senior officer when spoken to in an official capacity. Normally the senior officer will direct “at ease” or “carry on” if the situation merits. At other times, such as during the conduct of routine business or informal conversation, a junior officer or enlisted Soldier should face the superior officer and be at “attention.” When an enlisted Soldier is speaking to a noncommissioned officer, the Soldier stands at “parade rest” unless otherwise directed by the NCO. A subordinate will stand when spoken to by someone senior in rank, unless the superior directs otherwise. When walking with a senior Soldier, the junior Soldier walks to the senior’s left side. Regardless of rank, if a Soldier is seated, he or she stands when addressing someone senior to them.

e. **Formations.** When an officer approaches Soldiers in a formation, the person responsible for the formation calls, “attention,” and renders a salute for the entire group. When an officer senior in rank approaches a group of individuals not in formation, the first person sighting the officer calls, “attention,” and everyone in the group faces the officer and renders a salute with the appropriate greeting. Soldiers working as part of a detail or participating in some other group activity such as athletics do not salute. The person in charge, if not actively engaged, salutes for the entire detail or a group of Soldiers. While running in a PT formation the senior Soldier in charge of the running formation will sound off with their unit’s motto as well as calling out “Sir” or “Ma’am.”

## **CHAPTER 8**

### **PROFESSIONAL CONDUCT**

As members of the profession of arms and warriors for our Nation, you are expected to carry out your duties and to conduct yourself properly on and off-duty by living the Army Values and the Soldiers' Creed. Soldiers shall use professional language in public and common areas while on duty. Soldiers should strive to hold themselves to a higher standard and not use profanity or inappropriate language. Soldiers shall demonstrate appropriate respect for all civilian authorities on and off the installation.

**8-1. Loud Noises and Profanity.** Soldiers shall not operate vehicles, to include motorcycles, with radios or other such sound systems at a volume that impairs the driver's ability to hear outside sounds or another vehicle's horn. Soldiers should strive to refrain from uttering profanity in public and common areas. Similarly, any music that conveys either actual profanity or a profane message shall not be loud enough for others to hear while played. USAG-J's policy is noise cannot be heard at 50 feet for windows open and 25 feet for windows closed.

**8-2. Drugs.** Possession or use of any controlled substance without a valid prescription, or use of prescription drugs intended for another person, is against the law. Other substances (including, but not limited to, "Spice") deemed illegal by the federal Drug Enforcement Administration, Government of Japan, or Department of Defense are also prohibited. This includes the substances listed in AR 600-85 paragraph 4-2I, dated 23 July 2020. USARJ maintains an active drug and alcohol program and Commanders have an affirmative duty to conduct random urinalysis testing IAW AR 600-85. Soldiers will be subject to random urinalysis testing. Possession or use of drugs is a violation of the UCMJ and State and local laws. The purchase, importation, manufacture, possession, storage, use, distribution, or transfer of drug paraphernalia, to include all examples provided in Hawaii Revised Statute (HRS) 329-1 and HRS 329-43. 5, is strictly prohibited.

**8-3. Use of Tobacco.** Due to dangers of second-hand smoke and smoking, the use of tobacco products and electric cigarettes is prohibited in the workplace, military vehicles, aircraft, or during physical training. Smoking areas shall be designated no less than 50 feet from any building. USARJ personnel shall not walk and smoke while in uniform.

**8-4. Alcohol Usage and Laws.** Drinking while on duty is prohibited,<sup>1</sup> except as authorized by the first General Officer in the Chain of Command. Commanders are encouraged to consult their Staff Judge Advocate Trial Counsel if they suspect any Soldier on duty to be under the influence of alcohol. In consultation with the Trial Counsel, commanders may direct a Soldier's breath be tested by an Intoxilyzer to determine the Blood Alcohol Content (BAC) Soldiers with a BAC of .03 or greater that are driving a motor vehicle are engaging in intoxicated driving and may be subject to a mandatory one-year revocation of government and POV driving privilege and UCMJ action and/or adverse actions. Soldiers with a BAC of .05 may be considered impaired and are subject to UCMJ proceedings and/or adverse administrative action IAW AR

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<sup>1</sup> Defined in UCMJ Article 112 as every duty which an officer or enlisted person may legally be required by a superior authority to execute."On duty" relates to duties or routine or detail, in garrison, at a station, or in the field, and does not relate to those periods when, no duty being required of them by orders or regulations, officers and enlisted persons occupy the status of leisure known as "off duty" or "on liberty." Only the CG can grant an exception to this policy.



600–85. Soldiers with a BAC of .08 may be considered Drunk on Duty (an Article 112 offense) and are subject to UCMJ action and/or adverse administrative action. For all personnel attending exercises GO1 will be the governing document for limits on alcohol consumption and possession.

a. Operating motor vehicles, motorcycles or bicycles while intoxicated is strictly prohibited. Offenders may be subject to administrative actions as well as a General Officer Memorandum of Reprimand (GOMOR) that may be filed in their Army Military Human Resource Record (AMHRR).

b. Japan laws authorize the purchase and consumption of alcohol for adults aged 20 years and older. Soldiers must be 20 years old to purchase alcohol on-post. Any alcohol purchased by those who are 20 years old or older may be stored or kept in their barracks room.

c. Units/Soldiers cannot have alcohol at unit functions during duty hours unless approved by the first General Officer or SES in their Chain of Command.

**8–5. Hazing and Bullying.** The Chain of Command does not condone any form of hazing and bullying. Every USARJ professional has a personal obligation and affirmative duty to prevent hazing and bullying and to ensure all brothers and sisters in arms are treated with dignity and respect. There is a direct link between how Soldiers are treated and how they perform their duties. Building bonds of trust and learning to work cohesively as a team is instrumental in forming units and organizations that will persevere and succeed in the most adverse of circumstances.

a. **Hazing.** Hazing typically involves conduct directed at new members of an organization or individual who have recently achieved a career milestone. This includes "rites of passage" or congratulatory acts that involve encouraging another to engage in illegal, harmful, demeaning, or dangerous acts. NCOs and leaders at all levels have an affirmative duty to enforce the Army hazing policy and prevent hazing. Commanders will devote particular attention to new Soldiers and leaders and make them feel proud to be a member of the U. S. Army.

b. **Bullying.** Unlike hazing, bullying often, but not always, takes the form of excessive corrective measures that involve the infliction of physical or psychological pain and go beyond what is required for authorized corrective training. Bullying may also occur in all settings, but it most often appears as excessive correction of, or punishment for, perceived performance deficiencies.

**8–6. Fraternalization between Soldiers of Different Rank.** USARJ does not tolerate fraternization. AR 600–20, paragraphs 4–14, 4–15, and 4–16 outlines the Army’s policy of fraternization. The provisions of this paragraph apply to both relationships between Soldiers in the Active and Reserve Components as well as between Soldiers and personnel of other military services. Soldiers of different grades must be cognizant that their interactions do not create an actual or clearly predictable perception of undue familiarity between an officer and an enlisted Soldier or between an NCO and a junior-enlisted Soldier. Examples of familiarity between Soldiers that may become “undue” may include repeated visits to bars, nightclubs, eating establishments, or the visiting of homes between either an officer and an enlisted Soldier or an NCO and a junior-enlisted Soldier. The only exception to this policy is social gatherings that involve an entire unit, office, or work section. All relationships between Soldiers of different grade are prohibited if they—

- a. Compromise, or appear to compromise, the integrity of supervisory authority or the chain of command.
- b. Cause actual or perceived partiality or unfairness.
- c. Involve, or appear to involve, the improper use of grade or position for personal gain.
- d. Are exploitative or coercive in nature or are perceived to be thereof.
- e. Create an actual or clearly predictable adverse impact on discipline, authority, morale, or the ability of the command to accomplish its mission.

Bottom Line: Officers are prohibited from having personal relationships with enlisted members, or NCOs with junior enlisted Soldiers. Fraternalism is punishable, at a minimum, under Article 92 of the UCMJ (for a violation of AR 600–20, para. 4–14).

**8–7. Weapons.** Possession of weapons in Japan is highly regulated. As a general rule, possession of weapons<sup>2</sup> is not authorized. However, the possession of imitation swords, such as those purchased at exchange concessions, for display purposes on base is generally permitted IAW USFJI 37–207, para 9. 6. One should consult the Office of the Staff Judge Advocate for questions about this provision.

**8–8. Non-tactical Vehicles.** The use of Army owned or controlled Non-Tactical Vehicles (NTVs) is restricted to official purposes only. Leaders have an affirmative responsibility and duty to enforce the proper use and control of their assigned NTVs. The following are examples of official and unofficial use of NTVs:

a. **Official Use.** Transportation may be provided for military and civilian personnel participating in their official capacities in public ceremonies, military field demonstrations, and parades as well as any other directly related to official activities. Official ceremonies (for example, changes of command, promotions, retirements, or unit activations/deactivations) are not considered public ceremonies but are approved for NTV usage.

b. **Unofficial Use.** Government vehicles must not be used for transportation to or be parked at commissaries, post exchanges (including all concessions), bowling alleys, officer and noncommissioned officer clubs, or any non-appropriated fund activity unless personnel using the vehicles are on official Government business. NTV transportation between a residence and place of duty is prohibited unless approved by a Service Secretary. At no time will an NTV be used as a personnel vehicle or be parked at someone's quarters.

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<sup>2</sup> Weapons include, but are not limited to: firearms (Handguns, rifles, shot guns, machine guns, starter guns, and other devices that expel a projectile by the action of an explosive. Air guns (including those in which compressed gas is used) equipped with a mechanism for shooting metallic bullets are also considered firearms under Japanese law); imitation guns; swords (sword, a spear, or halberd (an axe-like cutting blade and spike mounted on a shaft) with a blade length of 15 centimeters (5.9 inches) or longer, a double-edge blade or dagger with a blade length of 5.5 centimeters (2.1 inches) or longer, and a folding knife with a mechanism to automatically unfold a blade 45 degrees or more); destructive devices that include explosives. Airsoft and paintball guns (non-metallic projectiles) purchased in Japan are authorized IAW Japanese law.

c. **Temporary Duty Status.** Using a TMP vehicle to travel to or from commercial entertainment facilities (professional sports venues, amusement parks, concerts, and so forth) is not authorized.

## CHAPTER 9

### ARMY BARRACKS MANAGEMENT

Soldiers will live in a clean, healthy, and safe environment. Unit noncommissioned officers (CPL to CSM) are responsible for ensuring Soldiers maintain proper living standards and conditions every day and night, on and off duty.

**9–1. Barracks Standards.** Soldiers shall maintain rooms with an emphasis on cleanliness, safety, and proper accountability, which will include hallways, entryways, laundry rooms, dayrooms.

*a.* Microwaves are in accordance with installation and fire safety regulations, and other amenities are approved by the Soldier's NCO or first line supervisor and shall remain clean and serviceable.

*b.* All posters/pictures/documents shall be framed or be organized neatly on a hard-framed pin-up board. Soldiers shall not use adhesive tape/glue to attach any items to the walls on any portion of the barracks rooms, break areas, or unit work areas. Unit NCOs shall ensure Soldiers residing in barracks use troop self-help stores to implement a proactive approach to safe, alternative methods of hanging pictures.

*c.* In order to ensure good order and discipline all USARJ Service Members will not hang or display items or images that are offensive to any race, culture, gender, or religion. Soldiers shall not display these items or images in barracks rooms, hallways, or privately owned vehicles.

*d.* The flag of the United States of America, a U. S. state, or the national flag of a Soldiers country of origin may be displayed IAW Army Regulation 840–10.

**9–2. New Soldiers.** Leaders shall recommend the use of a "Battle Buddy" of equivalent rank for their first 90 days all Soldiers (Private to Specialist), as approved by their chain of command. A designated NCO shall educate new Soldiers on all off-duty activities during this 90-day period in order to mentor Soldiers on proper conduct as well as proper and respectable establishments they may visit as a team when off duty.

**9–3. Leader Duty.** First line supervisors, team leaders, squad leaders, section leaders, platoon sergeants, and platoon leaders are responsible for the safeguarding, and the good order and discipline, of all Soldiers residing in barracks rooms.

**9–4. Pets.** Soldiers shall not keep animals in any barracks room in Japan. This policy applies to all pets including, but not limited to, cats, dogs, caged animals, insects, arachnids, and fish.

**9–5. Quiet Hours.** Commanders will establish quiet hours based on mission requirements. Units with shift workers will implement policies to accommodate the needs of all personnel

residing in the barracks. As a standard practice quiet, hours will be observed from 2200 – 0530 during the duty week.

**9-6. Inspections.** All Company/Troop/Battery/Detachment commands shall schedule unit level inspections, inventories, and quarterly health and welfare inspections, both on and off post quarters. Commanders also retain the authority to conduct no-notice health and welfare inspections to enforce standards, show care for Soldiers, and identify shortfalls in building functions and living standards. All inspections must comply with Military Rule of Evidence 313. Commanders also have the authority to order searches of areas under their control but where Soldiers have an expectation of privacy, such as a barracks room, when they have probable cause to believe there is evidence of a crime in the location to be searched. All probable cause searches must comply with Military Rule of Evidence 315. Commanders should contact their legal advisors to understand their authority in the conduct of inspections and searches prior to conducting searches.

**9-7. Alcohol.** Soldiers living in the barracks shall not exceed either two 12-pack of beer, or two 1.75-liter bottles of alcohol, or three bottles of wine per Soldier that resides in the room. If two Soldiers reside in a suite, and both are of legal age to drink, then they are allowed an aggregate or combination thereof.

## **CHAPTER 10**

### **SEXUAL HARASSMENT/ASSAULT RESPONSE & PREVENTION (SHARP)**

A sexual predator within your formation is an internal asymmetric threat to every individual Soldier in your unit. Sexual Assault is an attack on your unit readiness and is a crime that must be reported immediately to the Sexual Assault Response Coordinator (SARC). Commanders have an affirmative duty to report any allegation of Sexual Assault to the Criminal Investigation Division (CID). All Army personnel will uphold the Army's campaign of intervene, act, and motivate. There are no innocent bystanders. If you see or hear something, show your true warrior courage and act, don't just pass it by. It takes all of us to protect one another from this internal threat and just one individual act of courage can save us from this enemy. Leaders in the Chain of Command are responsible for the training climate and enforcement of the requirements identified in the Army SHARP Program.

#### **10-1. Sexual Assault Reporting Options for Victims.**

**a. Unrestricted Reporting.** A Service Member who is/was sexually assaulted and desires either medical treatment, counseling, and/or an official investigation of his/her allegation should report the incident to a Victim Advocate (VA), SARC, MP, CID, or a commander in the Soldiers chain-of-command. Upon notification of a reported Sexual Assault, the SARC will immediately assign a VA, initiate the appropriate care and treatment, and report the Sexual Assault to law enforcement as well as the chain of command if not done already.

**See Appendix D for SHARP Checklist**

**b. Restricted Reporting.** A Service Member who is sexually assaulted and desires medical care, counseling, and victim advocacy, without initiating the investigative process should use the restricted reporting option. Restricted reporting allows a Sexual Assault victim to disclose the details of his/her assault in confidence to specifically identified individuals and receive medical treatment and counseling, without triggering the official investigative process. A SARC, SHARP VA, VR, or healthcare provider can receive a restricted report. Telling anyone other than these personnel will turn the report into an unrestricted report and trigger an official investigation. See AR 600-20, Chapter 7 for additional information.

#### **10-2. Reporting Procedures of Sexual Assault Incidents for Commanders.**

**a.** The USARJ Sexual Assault Hotline is one of the many ways to report a Sexual Assault. To call from any DSN telephone within Japan, dial the number "882#" and to call from a commercial line or cell phone dial the number "090-9395-8909". The DOD Hotline is 877-995-5247; all numbers are 24/7.

**b.** Leaders shall immediately notify Military Police or CID for initial investigation of the report, and the first O-6 Commander, and then notify their Command Judge Advocate or Trial Counsel.

**c.** As a part of the normal investigative process, the chain of command shall ensure the victim is treated with dignity and respect and that all information be restricted to "need to know" only. CID coordinates for medical examinations and with social service intervention agencies

and provides preliminary notification to the victim of his or her rights under the Victim Witness Assistance Program (VWAP).

### **10–3. Army SHARP Resources.**

#### **a. Army SHARP Website:**

<https://www.armyresilience.army.mil/sharp/pages/prevention.html>

#### **b. US Army Japan SHARP Website:**

<https://army.deps.mil/Army/CMDS/USARJ/g1-archive/SHARP/SitePages/Home.aspx>

#### **c. All Army in Japan Sexual Harassment and Assault Response and Prevention:**

[https://www.usarj.army.mil/Portals/33/misc/sharp\\_info\\_201705.pdf](https://www.usarj.army.mil/Portals/33/misc/sharp_info_201705.pdf)

#### **d. DOD SAFE Helpline:**

[www.safehelpline.org](http://www.safehelpline.org)

#### **e. Phone Numbers:**

Honshu SHARP 24/7 Hotline Number: 090-9395-8909

DoD Safe Helpline: 877-995-5247

#### **f. Command Safety Director:**

Garris Vernal:

DSN: 315-263-7612

Email: [usarmy.zama.usarj.mbx.sa@army.mil](mailto:usarmy.zama.usarj.mbx.sa@army.mil)

## **CHAPTER 11**

### **COMMAND AND SOLDIER RESOURCES**

**11–1. Open Door Policy.** Every Soldier and Civilian employee assigned to US Army Japan is afforded the opportunity to bring suggestions, grievances, and concerns to the direction of the Commanding General through the Open Door Policy. Leaders will make every effort to resolve issues at the lowest possible level to allow immediate supervisors and chains of command the opportunity to assist.

**11–2. Inspector General (IG).** Soldiers, DA civilians, contract employees, U.S. military retirees, and Family Members may seek help from the IG on any service-related matter affecting their welfare and readiness, or for other issues and/or allegations against an individual in violation of regulation or legal standard.

**11–3. Equal Opportunity (EO).** The Army EO Program is critical to mission accomplishment. A key tenet of the EO Program is that Soldiers are evaluated only on individual merit, fitness, capability, and performance. USARJ promotes unit cohesion and readiness by ensuring that all Soldiers, Family Members, and DA Civilians are afforded equal opportunity and an environment free from harassment and unlawful discrimination. This applies both on and off-post, during duty and non-duty hours, and all installation and housing areas. Soldiers may seek redress through the EO Program in cases of harassment and discrimination on the basis of race, color, national origin, religion, gender, or sexual orientation.



## CHAPTER 12

### STANDARDS FOR CEREMONIES

**12-1. Types of Ceremonies.** USARJ hosts the following ceremonies: Retirement, Award Presentations, Promotions, Change of Command and Change of Responsibility. The audience and uniform for each will be outlined below.

a. Retirement Ceremonies are held quarterly and at a minimum the Retiring Service Members Company should be present. Uniform for Retiree is ASU/AGSU, and audience members is the ACU. All Retirement ceremonies will be held at Kuzina Hall unless coordinated through the OCSM/OCG.

b. Changes of Command and Responsibility will have maximum participation from the unit that is changing leadership. The uniform will be ACU's with patrol cap. The uniform will be clean, neat, and free of wrinkles and worn IAW AR 670-1.

c. The USARJ CG holds a quarterly award ceremony. Attendance will consist of the awardee's immediate supervisor, Company and BN or higher leadership. The uniform will be ASU/AGSU for all awardees and ACU for all audience members. All quarterly award ceremonies will be held at Kuzina Hall unless coordinated through the OCSM/OCG.

## APPENDIX A. THE NATIONAL ANTHEM

### The Star Spangled Banner

Oh, say! can you see by the dawn's early light  
What so proudly we hailed at the twilight's last gleaming;  
Whose broad stripes and bright stars, through the perilous fight,  
O'er the ramparts we watched were so gallantly streaming?  
And the rocket's red glare, the bombs bursting in air,  
Gave proof through the night that our flag was still there:  
Oh, say! does that star-spangled banner yet wave  
O'er the land of the free and the home of the brave?

On the shore, dimly seen through the mists of the deep,  
Where the foe's haughty host in dread silence reposes,  
What is that which the breeze, o'er the towering steep,  
As it fitfully blows, half conceals, half discloses?  
Now it catches the gleam of the morning's first beam,  
In fully glory reflected now shines in the stream:  
'Tis the star-spangled banner! Oh, long may it wave  
O'er the land of the free and the home of the brave!

And where is that band who so vauntingly swore  
That the havoc of war and the battle's confusion  
A home and a country should leave us no more?  
Their blood has washed out their foul footsteps' pollution!  
No refuge could save the hireling and slave  
From the terror of flight or the gloom of the grave:  
And the star-spangled banner in triumph doth wave  
O'er the land of the free and the home of the brave.

Oh, thus be it ever, when freemen shall stand  
Between their loved home and the war's desolation!  
Blest with victory and peace, may the heaven-rescued land  
Praise the Power that hath made and preserved us a nation!  
Then conquer we must, when our cause it is just,  
And this be our motto: "In God is our trust":  
And the star-spangled banner in triumph shall wave  
O'er the land of the free and the home of the brave.

## **APPENDIX B. THE ARMY SONG**

### **THE ARMY SONG**

"The Army Goes Rolling Along" is the official song of the U.S. Army. The Army song concludes reviews, parades and honor guard ceremonies. Individuals will stand at attention and sing the lyrics of the Army song when the Army song is played. Individuals will stand at attention during the playing of official songs of other Services.

**Verse:**            March along, sing our song, with the Army of the free.  
                          Count the brave, count the true, who have fought to victory.  
                          We're the Army and proud of our name!  
                          We're the Army and proudly proclaim:

**Chorus:**            First to fight for the right,  
                          And to build the Nation's might,  
                          And The Army Goes Rolling Along.  
                          Proud of all we have done,  
                          Fighting till the battle's won,  
                          And the Army Goes Rolling Along.

**Refrain:**            Then it's hi! hi! hey!  
                          The Army's on its way  
                          Count off the cadence loud and strong  
                          For where're we go  
                          You will always know  
                          That The Army Goes Rolling Along

## **APPENDIX B. CREEDS**

### **Soldier's Creed**

I am an American Soldier.

I am a warrior and a member of a team.

I serve the people of the United States and live the Army Values.

I will always place the mission first.

I will never accept defeat.

I will never quit.

I will never leave a fallen comrade.

I am disciplined, physically and mentally tough, trained, and proficient in my warrior tasks and drills.

I always maintain my arms, my equipment and myself.

I am an expert, and I am a professional.

I stand ready to deploy, engage, and destroy the enemies of the United States of America in close combat.

I am a guardian of freedom and the American way of life.

I am an American Soldier.

### **The NCO Creed**

No one is more professional than I. I am a noncommissioned officer, a leader of Soldiers. As a noncommissioned officer, I realize that I am a member of a time-honored corps, which is known as "The Backbone of the Army". I am proud of the Corps of noncommissioned officers and will at all times conduct myself so as to bring credit upon the Corps, the military service and my country regardless of the situation in which I find myself. I will not use my grade or position to attain pleasure, profit, or personal safety.

Competence is my watchword. My two basic responsibilities will always be uppermost in my mind—accomplishment of my mission and the welfare of my Soldiers. I will strive to remain technically and tactically proficient. I am aware of my role as a noncommissioned officer. I will fulfill my responsibilities inherent in that role. All Soldiers are entitled to outstanding Leadership; I will provide that Leadership. I know my Soldiers and I will always place their needs above my own. I will communicate consistently with my Soldiers and never leave them uninformed. I will be fair and impartial when recommending both rewards and punishment.

Officers of my unit will have maximum time to accomplish their duties; they will not have to accomplish mine. I will earn their respect and confidence as well as that of my Soldiers. I will be loyal to those with whom I serve; seniors, peers, and subordinates alike. I will exercise initiative by taking appropriate action in the absence of orders. I will not compromise my integrity, nor my moral courage. I will not forget, nor will I allow my comrades to forget that we are professionals, noncommissioned officers, Leaders!

## APPENDIX C. COMMANDER'S SEXUAL ASSAULT VICTIM ASSISTANCE CHECKLIST

### VICTIM'S COMMANDER

- ( ) Ensure the physical safety of the victim—determine if the alleged offender is still nearby and if the victim desires or needs protection.
- ( ) Provide the victim emergency healthcare care, regardless of visible injuries, unless the victim declines healthcare care. Ensure that sexual assault victims are given priority and treated as emergency cases.
- ( ) Notify the MCIO concerned, as soon as the victim's immediate safety is assured, and medical treatment procedures elected by the victim are initiated.
- ( ) To the extent practicable, strictly limit knowledge of the facts or details regarding the incident to only those personnel who have a legitimate need-to-know.
- ( ) Take action to safeguard the victim from any formal or informal investigative interviews or inquiries, except those conducted by authorities who have a legitimate need-to-know.
- ( ) Ensure the SARC is notified immediately.
- ( ) Collect only the necessary information (e. g. , victim's identity, location, and time of the incident, name and/or description of offender(s)). DO NOT ASK DETAILED QUESTIONS AND/OR PRESSURE THE VICTIM FOR RESPONSES OR INFORMATION ABOUT THE INCIDENT.
- ( ) Advise the victim of the need to preserve evidence (by not bathing, showering, having anything by mouth, voiding bladder, or washing garments) while waiting for the arrival of representatives of the military criminal investigative organization.
- ( ) If needed, assist with or provide immediate transportation for the victim to the hospital or other appropriate medical treatment facility.
- ( ) Ensure the victim understands the availability of victim advocacy and the benefits of accepting advocacy and support.
- ( ) Ask if the victim needs a support person, which can be a personal friend or family member, to immediately join him or her. Be sure to advise the victim this support person could later be called to testify as a witness if the case goes to trial.
- ( ) Ask if the victim would like a chaplain to be notified and notify accordingly.
- ( ) Inform the victim of the availability of the legal assistance attorney, to explain, among other issues, the military justice process.
- ( ) Throughout the investigation, consult with the victim, and listen/engage in quiet support, as needed, and provide the victim appropriate emotional support resources. To the extent practicable, accommodate the victim's desires regarding safety, health, and security, as long as neither a critical mission nor a full and complete investigation is compromised.
- ( ) Continue to monitor the victim's well-being, particularly if there are any indications of suicidal ideation, and ensure appropriate intervention occurs as needed.
- ( ) If needed, confer with victim's *healthcare provider(s)* HCP(s) and consider the need for convalescent leave or other administrative leave options as Military Service policy permits.
- ( ) Determine if the victim desires or needs a "no contact" order or a DD Form 2873, "Military Protection Order (MPO)," to be issued, particularly if the victim and the alleged offender are assigned to the same command, unit, duty location, or living quarters. Coordination with other commanders may be necessary if the alleged offender is assigned to a different commander.
- ( ) Inform the victim of the availability of an Expedited Transfer. Determine the need for temporary reassignment to another unit, duty location, or living quarters on the installation of the victim or the alleged offender being investigated, working with the alleged offender's

commander if different than the victim's commander, until there is a final legal disposition of the sexual assault allegation, and/or the victim is no longer in danger. To the extent practicable, consider the desires of the victim when making any reassignment determinations.

- ( ) Ensure the victim understands the availability of other referral organizations staffed with personnel who can explain the medical, investigative, and legal processes and advise the victim of his or her victim support rights.
- ( ) Ensure the victim knows about the DoD Safe Helpline.
- ( ) Emphasize to the victim the availability of additional avenues of support; refer to available counseling groups and other victim services.
- ( ) Attend the monthly Case Management Group (CMG) Meeting. If the Deputy Installation Commander, chair the monthly CMG meeting. Direct the required CMG members attend the meetings.
- ( ) Ensure the victim receives monthly reports regarding the status of the sexual assault investigation from the date the investigation was initiated until there is a final disposition of the case.
- ( ) Consult with servicing legal office, as needed, to determine when and how best to dispose of the victim's collateral misconduct, if any.
- ( ) Absent extenuating or overriding considerations which, in the commander's judgment, make it inappropriate to delay taking action, the commander should consider deferring discipline for such victim misconduct until all investigations are completed and the sexual assault allegation has been resolved. Keep in mind the implications of this decision on speedy trial and/or statute of limitations.
- ( ) When practicable, consult with the servicing legal office, MCIO, and notify the assigned SAPR VA or SARC prior to taking any administrative or disciplinary action affecting the victim.
- ( ) Avoid automatic suspension or revocation of a security clearance and/or Personnel Reliability Program (PRP) access, understanding that the victim may be satisfactorily treated for his/her related trauma without compromising his/her security clearance or PRP status. Consider the negative impact that suspension of a victim's security clearance or PRP may have on building a climate of trust and confidence in the Military Service's sexual assault reporting system, but make final determination based upon established national security standards. (See DoD 5210. 42-R (Reference (ad) for specific requirements.)

### **ALLEGED OFFENDER'S COMMANDER**

- ( ) Notify the appropriate MCIO immediately after receiving a report of a sexual assault incident.
- ( ) Avoid questioning about the sexual assault allegation with the alleged offender, to the extent possible, since doing so may jeopardize the criminal investigation.
- ( ) Any contact with a Service member suspected of an offense under Chapter 47 of Reference (b) may involve rules and procedures, that ensure due process of law and are unique to the military criminal justice system. Therefore, before questioning or discussing the case with the alleged offender, commanders and other command representatives should first contact the servicing legal office for guidance.
- ( ) However, if questioning does occur, advise the Service member suspected of committing a UCMJ offense of his or her rights under Article 31 of Chapter 47 of Reference (b).
- ( ) Safeguard the alleged offender's rights and preserve the integrity of a full and complete investigation, to include limitations on any formal or informal investigative interviews or inquiries by personnel other than those by personnel with a legitimate need-to-know.
- ( ) Strictly limit information pertinent to an investigation to those who have a legitimate need-to-know.
- ( ) Ensure procedures are in place to inform the alleged offender, as appropriate, about the investigative and legal processes that may be involved.

- ( ) Ensure procedures are in place to inform the alleged offender about available counseling support. As appropriate, refer the alleged offender to available counseling groups and other services.
- ( ) With the benefit of the SARC, VA, legal, and/or investigative advice, determine the need for a “no contact” order, or the issuance of an MPO, DD Form 2873.
- ( ) Monitor the well-being of the alleged offender, particularly for any indications of suicide ideation, and ensure appropriate intervention occurs if indicated.

#### **BOTH UNIT COMMANDERS OF VICTIM AND ALLEGED OFFENDER**

- ( ) Establish a command climate of prevention that is predicated on mutual respect and trust, that recognizes and embraces diversity, and that values the contributions of all its members.
- ( ) Emphasize that sexual assault violates the core values of what being a professional in the Armed Forces is all about and is something that ultimately destroys unit cohesion and the trust that is essential for mission success.
- ( ) Emphasize DoD and Military Service policies on sexual assault and the potential legal consequences for those who commit such crimes.
- ( ) Keep a “finger on the pulse” of the organization’s climate and respond with appropriate action toward any negative trends that may emerge.

#### **IN THE EVENT OF A SEXUAL ASSAULT**

- ( ) Discourage members from participating in “barracks gossip” or grapevine speculation about the case or investigation. Remind everyone to wait until all the facts are known and final disposition of the allegation has occurred before reaching conclusions.
- ( ) Remind members that discussion of a possible sexual assault incident might compromise an ensuing investigation.
- ( ) Emphasize that the alleged offender is presumed innocent until proven guilty.
- ( ) Advise those who may have knowledge of the events leading up to or surrounding the incident to fully cooperate with any investigation involved.
- ( ) Consider some form of unit refresher training; or have an outside expert address the unit regarding preventive measures, as well as some of the emotional or psychological feelings that may manifest themselves, affect the unit, and require the unit’s response during the course of the investigation.
- ( ) Continuously monitor the unit’s overall climate to ensure neither the victim and/or the alleged offender is being ostracized and prevent organizational splintering.

## NOTES