

US ARMY JAPAN



STANDARDS BOOK

2021

US Army Japan Blue Book

Personnel – General

Standards

**Headquarters, USARJ
APO AP, 96343
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DEPARTMENT OF THE ARMY
UNITED STATES ARMY JAPAN
UNIT 45005
APO AP 96343-5005

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01 November 2021

MEMORANDUM FOR ALL Soldiers, United States Army Japan (USARJ)

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), US Forces Japan (USFJ), and USARJ. This Standards 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 action to enforce compliance. We are The Army in Japan and USARPAC's Contingency Command Post Forward. We represent what right looks like in the region.

Ichi Dan!

JERRY L. DODSON
CSM, USA
Command Sergeant Major

JB VOWELL
MG, USA
Commanding

Personnel–General

Standards

By Order of the US Army
Japan Commanding General:

J.B. VOWELL

*Major General, United States
Army, Commanding General*

Official:

PHILLIP B. OWENS

GS-15

Chief of Staff

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 pamphlet is the US Army Japan Command Sergeant Major. The exception authority for this pamphlet 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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CHAPTER 1 INTRODUCTION

1-1. Purpose. The intent and purpose of this Standards Book (hereinafter “pamphlet”) 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.

1-2. Applicability. All United States service members of Major Subordinate Commands of USARJ as well as all Soldiers and units assigned, attached, OPCON, and ADCON, 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.

1-3. Responsibilities. Commanders and leaders shall ensure that Soldiers present a neat appearance at all times and conduct themselves with the level of professionalism accorded 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 conduct themselves properly at all times. Leaders have the duty to read, understand, and enforce all mandates within this pamphlet as well as ensure they brief their Soldiers on its contents. Leaders shall ensure that all Soldiers receive a copy of this pamphlet or are able to digitally reference the pamphlet using their smart phone. Soldiers should become familiar with all guidance in this pamphlet as soon as possible.

1-4. Authority. This pamphlet 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.

1-5. References. The following references were used in the creation of this pamphlet. 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 2021.
- 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 Visits of 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. TC 3-21.5, Drill and Ceremony, 20 January 2012.

k. FM 7-22, Holistic Health and Fitness, 1 October 2020.

l. USFJI 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.

1-6. Exceptions to Policy. Exceptions to policy may be granted when submitted through the chain of command 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 2012, 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 war-fighters 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 following 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).

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.

By the time the World Health Organization declared the coronavirus (COVID-19) a pandemic on March 11, 2020, USARJ was already looking to the future to protect its Soldiers, civilians, and families. Actions taken included telework, event cancellations, facility operations closed or restricted, take-out only at food facilities, social distancing, gate closures, and a multitude of preventive and safety measures to keep the virus at bay. On March 27, 2020, a dependent became the first within USARJ to test positive after having recently returned from the U.S.

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 the Japan. On the same day, the 35th CSSB, along with the 623rd MCT, were also realigned under the 10th Support Group. 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 Fujiyama in light blue and white.

Symbolism: The unit's location in Japan is symbolized by the representation of Mount Fuji, 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.

2-4. Former US Army Japan Commanders

GEN Douglas MacArthur	July 1941 – April 1951
GEN Matthew B. Ridway	April 1951 – May 1952
GEN Mark W. Clark	May 1952 – October 1953
GEN John E. Hull	October 1953 – November 1954
GEN Maxwell D. Taylor	November 1954 – April 1955
GEN Lyman L. Lemnitzer	April 1955 – June 1955
GEN Isaac D. White	July 1955 – July 1957
LTG Charles D. Palmer	July 1957 – March 1958
LTG Emerson L. Cummings	March 1958 – December 1958
LTG David H. Tulley	December 1958 – March 1961
MG Jean E. Engler	March 1961 – September 1963
MG Chester W. Clark	September 1963 – April 1965
MG Lloyd E. Fellenz	April 1965 – July 1967
MG Bruce E. Kendall	July 1967 – July 1968
MG John A. Goshorn	July 1968 – July 1970
BG Hugh A. Richeson	July 1970 – December 1971
BG Ross R. Condit Jr.	January 1971 – May 1972
LTG Welborn G. Dolvin	May 1972 – March 1975
LTG John R. Guthrie	March 1975 – May 1977
LTG John Q. Henion	May 1977 – May 1980
LTG Roscoe Robinson Jr.	June 1980 – August 1982
LTG Alexander M. Weyand	September 1982 – August 1985
LTG Charles W. Dyke	August 1985 – July 1988
LTG Johnnie H. Corns	July 1988 – December 1989
LTG Jack D. Woodall	December 1989 – April 1992
LTG Jerome H. Granrud	April 1992 – September 1994
MG Waldo D. Freeman	September 1994 – September 1996
MG Robert R. Hicks Jr.	September 1996 – August 1998
MG Joseph R. Inge	August 1998 – June 2000
MG Alan D. Johnson	June 2000 – August 2002
MG Thomas G. Miller	August 2002 – June 2003

MG Elbert N. Perkins	June 2003 – June 2008
MG Francis J. Wiercinski	June 2008 – October 2010
MG Michael T. Harrison	October 2010 – June 2013
MG James C. Boozer Sr.	June 2013 – July 2015
MG James F. Pasquarette	July 2015 – August 2018
MG Viet X. Luong	August 2018 – June 2021
MG J.B. Vowell	June 2021 - Present

2-5. Former US Army Japan Command Sergeants Major

CSM George F. Humphreys Sr.	Unknown – May 1967
CSM Lawrence S. Muhlenforth	May 1967 – September 1968
CSM Ted G. King	September 1968 – October 1970
CSM Jack MacConnell	October 1970 – August 1974
CSM Bernard J. Meehan	August 1974 – December 1976
CSM George E. Otis	December 1976 – November 1977
CSM James V. Bonner	November 1977 – March 1980
CSM Alfred J. Macias	March 1980 – November 1982
CSM Robert E. Sova	November 1982 – August 1984
CSM Gerald E. Mallare	August 1984 – July 1985
CSM Donald C. Cubbison	July 1985 – August 1987
CSM Gary R. Carpenter	September 1987 – July 1989
CSM George Conrad	September 1989 – September 1994
CSM Charles E. Gates	November 1994 – April 1997
CSM Phillip J. Kiniery Jr.	April 1997 – July 1998
CSM Jeffery J. Mellinger	September 1998 – March 2001
CSM Charles D. Hopkins	March 2001 – August 2006
CSM William P. Franklin	August 2006 – August 2010
CSM James P. Norman	January 2011 – August 2012
CSM Steven L. Payton	November 2012 – August 2014
CSM Eric C. Dostie	August 2014 – March 2016
CSM Richard R. Clark	March 2016 – November 2018
CSM Scott A. Beeson	November 2018 – August 2020
CSM Jerry L. Dodson Jr.	November 2020 – Present

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. Hair, Fingernails, and Grooming.

a. Male Hair and Grooming. IAW AR 670-1, hair on the top of the head must be neatly groomed. The length and/or bulk of the hair may not be excessive and must present a neat and conservative appearance. Hair will have a tapered appearance, and when combed, it will not fall over the ears or eyebrows or touch the collar, except for the closely cut hair at the back of the neck. The bulk or length of hair will not interfere with normal wear of headgear or protective masks. Soldiers may not have faddish, extreme, or eccentric haircuts. Soldiers may use wigs to cover natural baldness or disfigurement so long as the hairpiece is of natural hair color and the style and length conform to appearance standards. Haircuts that pose a health or safety hazard are not authorized.

(1) **Sideburns.** Sideburns shall be neatly squared and trimmed. The base shall not be flared and shall present a clean-shaven, horizontal line. Sideburns shall not extend below the lowest part of the ear hole and will not be styled to taper, flair, or come to a point. The length of an individual hair of the sideburn shall not exceed 1/8 inch when fully extended.

(2) **Handlebar Mustaches, Goatees, and Beards.** Males will keep their face clean-shaven when in uniform, or in civilian clothes on duty. Either a properly approved religious accommodation request (IAW AR 600-20) or an appropriate medical authority can authorize facial hair. If a Soldier is authorized to grow facial hair due to a medical condition, the medical authority has an affirmative duty to enumerate and specify the length allowed for the medical treatment (it normally shall not exceed 1/4 inches of total length of curled hair in order to maintain a neat and clean appearance), frequency of shaving that the medical condition allows for (example, once weekly, etc.), and the method of shaving permitted. No styling of the beard is authorized (e.g. no goatees, handlebar mustache, etc.). The Soldier is NOT restricted from those duties that require the use of a protective mask. The Soldier shall carry a copy of the no shaving profile at all times and this profile shall be reviewed semiannually. DA Form 3349 in e-Profile shall clearly state, to the Commander and the Soldier, the method of treatment, frequency, method of shaving permitted, and maximum length of hair that is necessary for treatment.

**** NOTE** Company Commanders shall re-evaluate shaving profiles semi-annually**

(3) **Mustaches.** Mustaches are authorized and shall be maintained IAW AR 670-1. They shall be neatly trimmed and shall not present a chopped off appearance. No portion of the mustache shall cover the upper lip line or extend below or horizontally beyond the corners of the mouth.

(4) **Cosmetics and Fingernails.** Males are prohibited from wearing cosmetics, except where medically prescribed. Males will keep nails trimmed so as not to extend beyond the fingertip. Males are authorized to wear clear nail polish.

b. **Female Hair and Grooming.** Female Soldiers are authorized to wear ponytails in all uniforms. Hair will be neatly and inconspicuously fastened or secured in either a bun, singular pony tail, two braids, or a 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 length will not extend past the bottom of the shoulder blades when standing at the position of attention. Placement of the ponytail will not be on the side or the top of the head and will not interfere with proper wear of authorized Army headgear.

(1) **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.

(2) **PRT Hair Guidelines.** Female Soldiers with long length hair may wear it in 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.

(3) **Cosmetics.** Female Soldiers may wear skin cosmetics when applied conservatively so long as they complement both the Soldier's complexion and the uniform. Female Soldiers are authorized to wear solid shades of lipstick that are not extreme; natural colors to include tinted glosses are authorized. Lip liner is authorized but must match the shade of lipstick being worn.

(4) **Fingernail Standards.** All personnel shall keep finger nails clean and neatly trimmed. Female fingernail length shall not exceed a nail length of 1/4 inch, as measured from the tip of the finger. Females can be required to trim nails shorter to maintain a professional military image and to ensure they do not interfere with the performance of duties. Females may wear solid color shades of nail polish that are not extreme while in uniform or while in civilian clothes on duty. Female Soldiers may also wear clear acrylic nails provided they have a natural appearance and conform to Army standards.

3-2. Tattoo Policy.

a. 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.** No markings are allowed except for permanent makeup for females so long as the permanent makeup meets the standards of appearance for the wearing of makeup.

(2) **Neck.** No markings are allowed. This includes anything above the t-shirt neck line to include on/inside the eyelids, mouth, and ears.

(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.

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

c. 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.

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

3-3. 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 (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. Faddish 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. Soldiers will not expose any jewelry other than that authorized in sections a and d of this pamphlet while in uniform or in civilian clothes on duty. Authorized exceptions are security badges that are required by virtue of position or station, and pens or pencils of any color may be worn exposed in the pen/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 support ear gauging. Females are authorized to wear earrings only in the service, dress, mess, and evening mess uniforms. Females shall not wear earrings in the Class C uniforms (utility, field, or organizational to include hospital duty, food service, and physical fitness uniforms).

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.

3-4. 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.

b. **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.

3-5. 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.

a. Soldiers shall wear identification tags at all times while on duty in uniform unless otherwise directed by the commander.

b. Personnel shall wear identification tags around the neck, except when safety considerations apply (such as during physical training).

3-6. Electronic Devices.

a. **Cellular Phone or Electronic Device.** Soldiers will not walk or use personal Transportation devices while 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. 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. Bandannas 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 casual civilian attire.

CHAPTER 5 UNIFORM STANDARDS

The Operational Camouflage Pattern (OCP), the Army Aircrew Combat Uniform (A2CU), and the Combat Vehicle Crewman (CVC) uniform in the Operational Camouflage Pattern (OCP) are daily work, utility, and field uniforms. The maternity work uniform in the OCP pattern is a daily work and utility uniform. The hospital and food service uniform is a daily work uniform.

5-1. Army Combat Uniform (OCP) Standard. Variations of the OCP include the A2CU and 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 will roll sleeves 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.

a. Uniform Wear Restrictions.

(1) 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.

(2) Soldiers shall not wear utility uniforms (Class C) off-post in any establishment, which primarily serves alcohol.

(3) Soldiers may wear utility uniforms (Class C) off-post to pay bills, retrieve take-out food, or temporary stops between work and their residence. The utility uniform should be the primary uniform to conduct business off-post. Soldiers may not consume alcohol off the installation while in a Class C uniform. If worn off-post, uniforms must be clean, serviceable, and IAW AR 670-1.

(4) The utility uniform (Class C) is 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.

(5) 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.

(6) Soldiers shall not travel in utility uniform (Class C) on international flights for operational security and anti-terrorism reasons. Soldiers shall not wear the utility uniform (Class C) 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).

(7) Subdued or IR Flags are only worn in a field environment or when directed by commanders.

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

- (1) Coat, top.
- (2) US Army and nametapes, rank, US flag insignia and unit shoulder sleeve insignia.
- (3) Trousers, bottom.
- (4) Undergarments.
- (5) Army combat boots: tan or coyote leather.
- (6) Socks: tan, green, or black cushion sole.
- (7) Belt, tan or brown with open-faced buckle or two-inch rigger belt.
- (8) Undershirt, moisture wicking tan or sand.
- (9) Patrol Cap (PC).

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

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

- (1) OCP top and bottom.
- (2) Undergarments, undershirt, socks, belt.
- (3) IR flag/subdued flag, US Army and nametape, rank, and shoulder sleeve insignia.
- (4) ACH helmet with RHINO (night vision device) mount.
- (5) Improved Outer Tactical Vest (IOTV) with front and back Enhanced Small Arms Protective Insert (ESAPI) plates.
- (6) Army combat boots: tan or coyote leather.
- (7) Tactical gloves.
- (8) Assigned weapon.
- (9) 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.

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

- (a) Patrol cap.
- (b) Tactical kneepads.
- (c) Protective mask/carrier.
- (d) Hearing protection.
- (e) Ballistic eyewear

d. **Camouflage Patterns and Uniformity.** All components of OCIE systems, such as IOTC, FLC, MOLLE, etc., shall be of the same camouflage pattern to the maximum 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.

(2) OCP pattern patches are not authorized and shall not be worn on the UCP IOTV, green fleece, UCP cold/wet weather tops and gray extreme cold weather top.

e. **Combat Shirt.** The Army Combat Shirt (ACS) is authorized in a deployed or field environment, but only when specifically approved by the Commander.

f. **Army Combat Boots.** (Hot weather/temperate optional) Boots for wear with the OCP is coyote rough side out, cattle hide leather with a plain toe and tan/coyote rubber outsole. Soldiers may wear commercial off the shelf (COTS) boots of the same color and design that are 8 inches (or more) in height; however, COTS boots do not replace issued tan/coyote boots as a mandatory possession item needed for Professional Military Education (PME) programs.

g. **Combat and Special Skills Badges.** The wear of subdued pin-on and sew-on combat, special skill, and identification badges in garrison and in the field is authorized and worn IAW AR 670-1. Those authorized to wear 3, 4, or 5 badges must research the different patterns for each and follow AR 670-1.

h. **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 the USARJ primary headgear for all ceremony participants standing in formation or taking part while outdoors or inside under out-door conditions to

include: ushers, escorts, or those presenting flowers during all unit ceremonies in either OCP or ASU uniforms. All spectators' (non-participants) are authorized to wear the patrol cap.

b. **Patrol Cap (PC).** Soldiers shall wear the patrol cap as the primary headgear in the OCP. Soldiers shall wear appropriate rank. The rank shall be centered between the brim and top of the cap. The nametape is worn centered (sewn or Velcro) on the back of the OCP patrol cap.

c. **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 OCP uniform, 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.

(2) The black or coyote tan fleece cap may be worn with the OCP in the Garrison environment, but only when authorized by the Commander and the temperature is 32 degrees Fahrenheit or lower.

d. **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 OCP. 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 UCP/OCP patterned jacket with the OCP. Field jackets shall have, at a minimum, the US Army tape, nametape, rank, organizational SSI, and US Flag insignia. 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 OCP and APFU uniform. However, these items are tan, black, OD green, or coyote and cannot interfere or detract from the proper wear of the OCP/APFU or affect performance.

e. **Coat, Black, All-Weather.** 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.

5-4. Accessories.

a. **Personal Hydration Systems.** The use of a 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 UCP/OCP 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 OCP. Bags that do not meet these requirements must be carried in the hand and still must be conservative and professional in appearance.

c. **Neck Gaiter.** The neck gaiter should not be worn indoors. The black, brown, and OCP pattern neck gaiter is authorized to be worn with the OCP, 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 OCP or APFU uniforms in both garrison and tactical environments. The color of the personal gloves are black. 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 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.

h. **Brassards.** Brassards are worn as ID to designate personnel who are required to perform a special task or to deal with the public.

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. **Execution Times.** PRT shall be executed between the hours of 0600 - 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. For instance, a Commander may require that PRT be conducted from 0600-0730, 0615-0745, 0630-0800, or any variation thereof so long as 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 0600 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.

c. **Profile Requirements.** Personnel on temporary or permanent profiles shall conduct daily PRT within the limitation of their profiles. If a profile prevents a Soldier from emergency operations, deploying, or fighting for an extended period, leaders have an affirmative duty to ensure that the Soldier be immediately screened and evaluated for a Medical Evaluation Board discharge.

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.

a. **Army Physical Fitness Uniform (APFU).** The APFU consists of the following components and accessories:

- (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) PT, Reflective Belt (during hours of limited visibility).

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 OCP is the only authorized uniform during the hours of 0600-0800. All Soldiers shall be in this uniform 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 0600-0800 while conducting physical training. The only exception to this requirement is for pregnant Soldiers (see para 6-4).

e. **APFU Wear Restrictions.** Soldiers may wear the APFU on and off duty for fitness training.

(1) The APFU is authorized for wear in any installation facility (DFAC, Commissary, PX) IAW the 2020 Secretary of Defense memo. However, the uniforms must be clean, serviceable, and in good condition.

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

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, within the following guidelines:

(1) The unit t-shirt is an optional purchase for Soldiers.

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

6-3. 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 the a 90-minute session; each session shall include at least 60 minutes of rigorous PRT, proper cool down, and first line opportunity training.

a. **Organized Sports.** Organized sports are not part of the PRT program, and, will not be conducted from the hours of 0600 - 0800. Any intramural sports requiring the participation of the entire unit shall only be executed outside of PRT hours, even if it is part of a unit's training plan in accordance with a signed training calendar.

b. **Foot Marching PRT.** The uniform for the 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. During limited visibility conditions, foot marches must be conducted off roads on authorized PT routes only. Road guards will be equipped with white lights during periods of darkness or limited visibility.

c. **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 housing areas on military installations or off-post.

d. **Prohibited PRT Locations.** PRT cannot be conducted on the high school track on/after 0700hrs or prior to 1730 hrs. 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.

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 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 are not authorized to have “No Salute” areas. The salute challenge and response for USARJ is “Ichi Dan, sir/ma’am” and “One Team” is the response.

b. Service members will remain situationally aware at all times when outdoors in order to recognize and salute all officers. General and other senior officer vehicles are identified by a red plate 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.

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).

c. **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.

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 4-21, 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 work place, 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,¹ 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 Intoxylizer 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 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.

¹ 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.

a. Do not operate motor vehicles, motorcycles or bicycles while intoxicated. 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 21 years old to purchase alcohol on-post. Any alcohol purchased off post by those who are not 21 years old or older cannot 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. 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 leaders 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. Fraternalization 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 weapons² 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.

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

² 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.

CHAPTER 9

ARMY BARRACKS MANAGEMENT PROGRAM

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/Room 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 list all items or images that are offensive to any race, culture, gender, or religion. Soldiers shall not display these items or images in barracks rooms or hallways.

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, "green tab" 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.

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 one 12-pack of beer, or one 1.75 liter bottle of alcohol, **or** two 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 Internet SHARP Resources.

- a. **Army SHARP Website:** <http://www.sexualassault.army.mil/>
- b. **US Army Japan SHARP Website:**
https://www.usarj.army.mil/Portals/33/misc/sharp_info_201705.pdf

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.

APPENDIX A. 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'er 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

PREVENTION

- () 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.