



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

APAJ-CME (600-20a-2)

27 JAN 2025

COMMAND POLICY MEMORANDUM 24-16

FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Japan (USARJ) Military Equal Opportunity (MEO) Harassment Prevention and Response Program

1. REFERENCES.

a. Department of Defense (DoD) Instruction 1020.03, Harassment Prevention and Response in the Armed Forces, 8 February 2018 (incorporating Change 2, 20 December 2022).

b. Army Regulation (AR) 600-20, Army Command Policy, 24 July 2020.

c. United States Army Pacific Military Equal Opportunity Program - Policy Memorandum 21-04.

2. Records Management. All records created as a result of this policy will be managed in accordance with AR 25-400-2, Army Records Management Program and the USARPAC Records Management Program Policy Memorandum #23-01.

3. PURPOSE. To establish command policy guidance concerning the MEO and Harassment Prevention and Response Program.

4. APPLICABILITY/SCOPE. This policy memorandum implements the Army Harassment Prevention and Response Program and applies to all Soldiers and Department of Army (DA) Civilians assigned or attached to USARJ. However, this policy does not apply to DA Civilians who are considering filing a harassment complaint; they should seek assistance with their servicing Equal Employment Opportunity (EEO) Office. This policy covers hazing, bullying, discriminatory harassment, online misconduct, as well as other acts of misconduct under AR 600-20. This policy is punitive in nature.

5. POLICY. USARJ is a values-based organization where everyone is expected to do what is right and to treat all persons with dignity and respect in all aspects of life and forms of communication (online or in-person). Our ability to accomplish our mission depends on the readiness of every member of this team, both Military and Civilian, and maximizing their contributions to the unit's efforts by making the most of their individual

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skills. USARJ is committed to fostering an environment that promotes and practices equal opportunity for all. I expect Army Leaders (Military and DA Civilians) to lead by example and do what is right to prevent abusive treatment of others. Hazing, bullying, discriminatory harassment, online misconduct, and other acts of misconduct undermine trust, violate our ethic, and negatively impact command climate and readiness. These types of actions are prohibited and are not tolerated within USARJ or anywhere else in the Army.

a. Harassment is a broad term that takes many forms and it is imperative that all USARJ personnel are able to identify them to eliminate them from our formation. Though not a comprehensive list, types of harassment include hazing, bullying, discriminatory. These can all occur in-person or online.

(1) Hazing. "A form of harassment that includes conduct through which Soldiers or DA Civilian employees (who haze Soldiers), without a proper military authority or other governmental purpose but with a nexus to military service, physically or psychologically injures or creates a risk of physical or psychological injury to Soldiers for the purpose of: initiation into, admission into, affiliation with, change in status or position within, or a condition for continued membership in any military or DA Civilian organization. Hazing can be conducted through the use of electronic devices or communications, and by other means including social media, as well as in person." Reference b, para. 4-19a(1).

(a) Some examples of hazing include: initiation or congratulatory acts involving striking, beating, paddling, burning, pressing an object into another person's skin (pinning) regardless of whether it pierces the skin, oral or written berating/belittling of another, playing abusive or malicious tricks, excessive physical exercises (when performed without proper military authority or government purpose), or forcing another person to consume food, alcohol or drugs/other substances.

(b) "Soliciting, coercing, or knowingly permitting another to participate, solicit or coerce such conduct, may be considered hazing. Soldiers will be held responsible for an act of hazing even if there was actual or implied consent from the victim, without regard to the Service, rank, status, or position of the victim." Reference b, para. 4-19a(1)(b).

(2) Bullying. "A form of harassment that includes acts of aggression by Soldiers or DA Civilian employees, with a nexus to military service, with the intent of harming a Soldier either physically or psychologically, without proper military authority or other governmental purpose. Bullying is the exposure of an individual or group to physical and/or emotional aggression with the intent to cause distress or harm. Bullying may



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involve the singling out of an individual from his or her coworkers, or unit, for ridicule because he or she is considered different or weak. It often is indirect or subtle in nature and involves an imbalance of power between the aggressor and the victim. Bullying can be conducted through the use of electronic devices or communications, and by other means including social media, as well as in person." Reference b, para. 4-19a(2).

(a) Some examples of bullying include, but are not limited to physically striking another person, teasing, mocking, threats of violence, social exclusion, isolating, oral or written belittling or humiliating, and degrading or damaging another's property or reputation. See the reference b, para. 4-19a(2) for more examples and detailed explanation of bullying.

(b) "Soliciting, coercing, or knowingly permitting another to participate, solicit or coerce such conduct, may be considered bullying. Soldiers will be held responsible for an act of bullying even if there was actual or implied consent from the victim, without regard to the Service, rank status, or position of the victim." Reference b, para. 4-19a(2)(b).

(3) Discriminatory harassment is harassment that is unwelcome conduct based on race, color, religion, sex (including gender identity), national origin, or sexual orientation.

(4) Misconduct may or may not meet the definitions above for hazing or bullying, yet may violate the dignity and respect of others. In accordance with reference b, these acts are categorized as other acts of misconduct.

(5) Online misconduct. The use of electronic communication to inflict harm. Electronic communication is the transfer of information (signs, writing, images, sounds, or data) transmitted by computer, phone or other electronic device. Electronic communications include, but are not limited to: text messages, emails, chats, instant messaging, screensavers, blogs, social media sites, electronic device applications, and Web/video conferencing. Examples of online misconduct include, but are not limited to: hazing, bullying, harassment, discriminatory harassment, stalking, retaliation, or any other types of misconduct that undermines dignity and respect. When using electronic communication devices, Army personnel should apply "Think, Type, and Post": "Think" about the message being communicated and who could potentially view it; "Type" a communication that is consistent with Army values; and "Post" only those messages that demonstrate dignity and respect for self and others.

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b. The imposition of necessary or proper duties and the requirement of their performance does not violate this policy even though the duties may be arduous, hazardous, or both. Authorized duties are not harassment. When authorized by the chain of command and/or operationally required, the following activities do not constitute hazing or bullying: physical and mental hardships associated with operations or operational training, lawful punishment imposed pursuant to the Uniform Code of Military Justice, administrative corrective measures, physical training (PT) and remedial PT. Reference b, para. 4-19a(6).

6. Complaint Processing and Procedures. Complaints are processed in the same manner as MEO complaints. The process and procedures are detailed in the USARJ MEO Policy Memorandum.

7. It is the responsibility of all personnel experiencing or witnessing online misconduct to report the matter to the chain of command or supervisor. Alternative avenues for reporting and information include: Family Support Services, MEO, EEO Office (DA Civilians), Sexual Harassment/Assault Response and Prevention, and Army Law Enforcement.

8. A training and awareness program coupled with appropriate disciplinary measures is key to the elimination of hazing and bullying. Commanders at all levels are responsible for ensuring all supervisors, Soldiers, DA Civilians, and Family members are aware of what constitutes hazing and bullying and the available avenues of redress.

9. Personnel who report incidents are protected from acts of threats, reprisal, and retaliation. Commanders will report allegations of criminal behavior, such as hazing, bullying, and discriminatory harassment, to law enforcement.

10. Every member of this command must make it their priority to ensure everyone is treated with dignity and respect, on and off post. We must work together to eliminate actions and behaviors that undermine trust, violate our ethics, and negatively impact command climate and readiness. I expect Leaders, Soldiers, and DA Civilians to continue to reinforce a climate that is consistent with the Army Values and where behaviors against this policy are prevented, reported, and addressed at the lowest possible level.

11. Expiration Date. This policy is effective immediately and supersedes all other policies regarding MEO and Harassment Prevention and Response Program matters. This policy will remain in effect until suspended, revoked, or superseded.

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12. Proponent. The USARJ MEO Office is the proponent staff agency for this policy memorandum. Questions concerning this policy should be directed to the USARJ MEO Office at (315) 263-8630.



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