



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

APAJ-EO

20 OCT 2021

COMMAND POLICY MEMORANDUM 21-03

FOR SEE DISTRIBUTION

SUBJECT: United States Army Japan (USARJ) Military Harassment Prevention and Response Program

1. References:

a. Department of Defense (DoD) Instruction 1020.03, Harassment Prevention and Response in the Armed Forces, February 8, 2018 and Change 1, December 29, 2020.

<sup>1</sup>

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

c. U.S. Army Pacific Harassment Prevention and Response Program – Policy Memorandum 20-07, 01 October 2020.

d. U.S. Army Japan (USARJ) Military Equal Opportunity (MEO) Policy Memo.

2. Applicability: This policy memorandum implements The Army Harassment Prevention and Response Program and applies to all Soldiers and Department of the Army (DA) Civilians assigned or attached to USARJ. This policy does not apply to DA Civilians wishing to file a harassment complaint; they should seek assistance with their Equal Employment Opportunity (EEO) Office. This policy covers hazing, bullying, discriminatory harassment, other acts of misconduct, and online misconduct.

3. Policy:

a. USARJ is a values-based organization where everyone is expected to do what is right and to treat all persons as they should be treated – with dignity and respect – in all aspects of life and forms of communication (for example, online or in person). Hazing, bullying, discriminatory harassment, other acts of misconduct, and online misconduct

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<sup>1</sup> The proposed Command Policy is for Military Personnel. For Civilians, DoD published Department of Defense (DoD) Instruction 1020.04, Harassment Prevention and Response for DoD Civilian Employees, June 30, 2020.

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undermine trust, violate our ethic, and negatively impact command climate and readiness. I expect Army Leaders (Military and DACs) to build strength in their subordinates, engendering each USARJ Soldier and DAC to reach his or her full potential.

b. Every member of this command must make it his or her priority to ensure everyone is treated with dignity and respect, on and off post. Those entrusted with the mantle of leadership will lead by example and do what is right to prevent abusive treatment of others. I expect Leaders, Soldiers, and DACs to reinforce a climate that is consistent with the Army Values and where behaviors against this policy are prevented, reported, and where necessary, addressed at the lowest possible level.

4. Prohibited Activities: Harassment is a broad term that takes many forms and it is imperative that all USARJ personnel can identify and eliminate it from our formation. Though not a comprehensive list, types of harassment include: hazing, bullying, discriminatory harassment, other acts of misconduct, and online misconduct.

a. Hazing: "A form of harassment that includes conduct through which Soldiers or DA Civilians (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 use of electronic devices or communications, and by other means including social media, as well as in person." Reference, AR 600-20, para. 4-19.a.(1).

(1) Some examples of hazing include, but are not limited to: initiation or congratulatory acts involving striking, beating, padding, 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 governmental purpose), or forcing another person to consume food, alcohol, drugs or any other substance. Reference, AR 600-20, para. 4-19.a.(1)1. through 11.

(2) "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, AR 600-20, para. 4-19.a.(1)(b).

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b. 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 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, AR 600-20, para. 4-19.a(2).

(1) 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. Reference, AR 600-20, para. 4-19.a.(2)(a)1 through 9.

(2) "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 bullying even if there was actual or implied consent from the victim, without regard to Service, rank status, or position of the victim." Reference, AR 600-20, para. 4-19.a.(2)(b).

c. Discriminatory harassment is unwelcome conduct based on race, color, religion, sex, (including gender identity), national origin, or sexual orientation. Also, harassing conduct based upon pregnancy is a form of discriminatory harassment.

d. 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 the reference, these acts are categorized as "other acts of misconduct."

e. 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, telephone 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

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messages that demonstrate dignity and respect for self and others. Reference, AR 600-20, para. 4-19.a.(5).

5. Punitive Order: Paragraph 4 of this policy is punitive and violators may be punished under the Uniform Code of Military Justice (UCMJ) or subject to administrative action.

6. 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 UCMJ, administrative corrective measures, command authorized physical exercises, physical training (PT), and remedial PT.

7. Complaint Processing and Procedures: Complaints are processed in the same manner as Military Equal Opportunity (MEO) Complaints. Personnel filing a harassment complaint should contact MEO personnel or the commander to file his/her complaint. The process and procedures for filing a complaint are further detailed in the USARJ MEO Policy Memorandum. 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, and EEO Office for DA Civilians, Sexual Harassment/Assault Response and Prevention, and Army Law Enforcement.

8. A training and awareness program, along with enforcing the Army's Policy on harassment at all levels, is key to the elimination of harassment. Commanders at all levels are responsible for ensuring all supervisors, Soldiers, DA Civilians and Family members are aware of what constitutes harassment and the available avenues for redress.

9. Personnel who report incidents are protected from acts of threat, reprisal, and retaliation. Commanders will report allegations of criminal behavior in violation of the Army Harassment Prevention and Response Program (hazing, bullying, and discriminatory harassment) to law enforcement.

10. Expiration date: This policy is effective immediately, supersedes all other policies regarding Treatment of Persons (Hazing, and Bulling), and will remain in effect until suspended, revoked, or superseded.

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11. 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 DSN 315-263-3880.



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