



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY TRAINING CENTER AND FORT JACKSON  
2400 JACKSON BOULEVARD  
FORT JACKSON, SC 29207-5015

ATZJ-CG

06 JUL 2018

**MEMORANDUM FOR**

Commanders, All Units Reporting Directly to This Headquarters  
Commanders, Fort Jackson Partners in Excellence  
Directors and Chiefs, Staff Offices, This Headquarters

**SUBJECT: Fort Jackson Policy Memorandum # 20 - Treatment of Persons**

**1. Reference:**

- a. Army Regulation 600-20 (Army Command Policy), 6 November 2014.
- b. Army Regulation 380-67 (Personnel Security Program), 24 January 2014.

2. The intent of this policy is to provide guidance on my expectations for promoting an environment that ensures all assigned or attached trainees', Soldiers and Civilians are treated with dignity and respect on and off duty, and preventing incidents of hazing and bullying.

3. Leaders in the United States Army Training Center and Fort Jackson (USATC&FJ) are required to foster an environment where every member lives by the Army values forged by those before us. It is fundamental that every member of the team is able to contribute to mission accomplishment by serving in an environment that is free from prejudice, discrimination, sexist behaviors, maltreatment, and any other form of abusive behavior. Specifically, hazing and bullying will not be tolerated. I expect leaders to create this environment by preventing those abusive behaviors. The key to fostering this environment is simple: engaged leaders who treat everyone with dignity and respect.

4. Individuals who witness behavior inconsistent with this policy will quickly intervene to correct the situation and report it up the chain of command, as appropriate. In some cases, where the bystander approach may not be appropriate, individuals must report the incident to one of the many agencies trained to handle these situations (i.e., Inspector General, Chaplain, Provost Marshal, Medical Agency Personnel, Staff Judge Advocate, or the Equal Opportunity/Equal Employment Opportunity Office. When one of these agencies is used, leaders will assist complainants, protect them from reprisal, investigate their complaints thoroughly, and take appropriate actions expeditiously. The foundation of what we do depends on trust, and trust depends on Soldiers and leaders

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treating all trainees, Soldiers, and Civilians with dignity and respect. Without this, our profession is placed in jeopardy, and our readiness suffers.

5. Commanders are responsible for coordinating with the unit equal opportunity advisors (EOA) or civilian Equal Employment Opportunity (EEO) representative to ensure that all hazing and bullying allegations are recorded and tracked in the Equal Opportunity Reporting System ( EORS) regardless of the type of investigation conducted into the hazing or bullying allegations (law enforcement, IG, or administrative). Although administrative investigations into hazing and bullying are not EO investigations, EOAs will ensure these incidents are recorded in EORS for tracking purposes. For authenticated incidents of hazing and bullying, commanders will ensure the security manager records the derogatory information as an incident in JPAS (or subsequent system) in accordance with AR 380-67 for all Soldiers/Civilians who possess a security clearance.

6. Commanders will conduct hazing and bullying training, on at least an annual basis, as part of the EO training requirements related to promoting a healthy unit climate. Commanders will also record this training in EORS and in the Digital Training Management Systems (DTMS).

7. PROPONENT. The proponent for this policy is the USATC&FJ Equal Opportunity Office, at (803)-751-4916/2990.



MILFORD H. BEAGLE, JR.  
Brigadier General, U.S. Army  
Commanding