



DEPARTMENT OF THE ARMY  
ECHO COMPANY  
369<sup>TH</sup> ADJUTANT GENERAL BATTALION  
FORT JACKSON, SOUTH CAROLINA 29207

ATSG-AGT-E

11 February 2020

MEMORANDUM FOR All Personnel Assigned or Attached to Echo Co, 369th AG BN

SUBJECT: Policy Memorandum #1– Echo Co, 369<sup>th</sup> AG BN Policy Letters Disclosure

1. Echo Company, Adjutant General Battalion Command Policy Letters #1-25 dated 16 December 2019, supersede all previous and are effective immediately. They remain in effect until rescinded or superseded.
2. The Echo Co. command policy memorandums are applicable to all U.S. military, civilian employees, contractor personnel, and family members of Echo Co. These memorandums are used to provide one or more of the following:
  - a. Policy that has not been published in a USASSI, IMT, AIT, or DoD publication. Once the policy has been incorporated into an applicable publication, the letter may be rescinded.
  - b. The highest level of command emphasis in areas that may or may not be covered in USASSI, IMT, AIT, or DoD publications.
  - c. Statement of policy concerning special-interest areas, such as equal opportunity, when required by USASSI, IMT, AIT, or DoD.
3. At the enclosure is an index of Echo Co. policy memorandums.
4. Violation of these policies by any personnel assigned or attached to Echo Co is punishable IAW UCMJ authority.
5. The point of contact for all Echo Co policy letters is the undersigned at 803-751-6616.

Encl

A handwritten signature in black ink, appearing to read "Warren N. Washington", is positioned above the typed name.

WARREN N. WASHINGTON  
CPT, FC  
Commanding



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FORT JACKSON, SOUTH CAROLINA 29207

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MEMORANDUM FOR All Personnel Assigned or Attached to Echo Co, 369th AG BN

SUBJECT: Policy Memorandum #2– Open Door Policy

1. Mission accomplishment and taking care of people are my top priorities as Commander of Echo Company, 369<sup>th</sup> Adjutant General Battalion. Listening and responding to the concerns of Soldiers and Civilians fosters an atmosphere that is essential to unit cohesion.
2. I encourage the resolution of problems at the lowest level possible. I recognize there may be times when an individual is confronted with a problem they believe must be addressed by someone outside their immediate chain of command. In those instances, I will do my best to provide a solution or make a decision that is in the best interest of the individual, Echo Company, 369<sup>th</sup> Adjutant General Battalion, and the U.S. Army.
3. It is not necessary to receive approval from the chain of command before seeing me on open door matters, however, Soldiers will advise their chain of command, and civilians are encouraged to notify their supervisory chain, of their intent to seek my assistance.
4. I will make myself available to discuss professional or personal concerns with any Soldier, civilian or their family members. My intent is to provide every means within this command for people to resolve their problems. Soldiers, civilians, or family members desiring to see me on my open door policy should schedule an appointment by calling 803-751-6616.

A handwritten signature in black ink, appearing to read "Warren N. Washington".

WARREN N. WASHINGTON  
CPT, FC  
Commanding



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MEMORANDUM FOR All Personnel Assigned or Attached to Echo Co, 369th AG BN

SUBJECT: Policy Memorandum #3 – Sexual Harassment/Assault Response and Prevention Program (SHARP)

1. REFERENCES:

- a. Army Regulation 600-20, Army Command Policy, 18 March 2008, Rapid Action Revision issued 20 September 2012.
- b. Army Regulation 27-10, Military Justice, Chapter 18, 03 October 2011
- c. Fort Jackson SHARP Standing Operating Procedures (SOP), 16 March 2011.

2. Background. The SHARP Program is a comprehensive integration and transformation of the Army's Sexual Assault Prevention and Response (SAPR) Program and Prevention of Sexual Harassment (POSH) efforts. SHARP reinforces the Army's commitment to eliminate incidents of sexual harassment and sexual assault through awareness and prevention, training, victim advocacy, reporting and accountability.

3. Policy:

- a. This command is committed to enforcing the Army's SHARP Program. Sexual harassment and sexual assault destroys teamwork, adversely affects morale, and degrades unit readiness. Echo Company, 369th AG BN's goal is to eliminate sexual harassment and sexual assault within this command. Leaders must establish a command climate of prevention predicated on mutual respect and trust, that recognizes and embraces diversity, and that values the contributions of all its members. The prevention of sexual harassment not only sets the example, but charges Soldiers to intervene, act, and motivate. Sexual harassment must be dealt with swiftly and fairly so that we foster a work environment that reflects our standards of decency. Violations are punishable under the Uniform Code of Military Justice, federal law, and local civilian laws.
- b. The Echo Company Commander will consult with the servicing trial counsel to determine collateral misconduct perpetrated against the victim. The Commander will coordinate with the unit SHARP Representative to ensure unit programs are in compliance with Army policy.

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SUBJECT: Policy Memorandum #3 – Sexual Harassment/Assault Response and Prevention Program (SHARP)

c. Sexual Harassment. Sexual harassment is a form of gender discrimination that involves unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature between the same or opposite genders when:

(1) Submission to, or rejection of, such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, career.

(2) Submission to, or rejection of, such conduct by a person is used as a basis for career employment decisions affecting that person.

(3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

4. Sexual Assault. Sexual assault is a crime defined as intentional sexual contact characterized by use of force, physical threat or abuse of authority or when the victim does not or cannot consent. Sexual assault includes rape, nonconsensual sodomy (oral or anal sex), indecent assault (unwanted, inappropriate sexual contact or fondling), or attempts to commit these acts. Sexual assault can occur without regard to gender or spousal relationship or age of victim. "Consent" will not be deemed or construed to mean the failure by the victim to offer physical resistance. Consent is not given when a person uses force, threat of force, or coercion or when the victim is asleep, or incapacitated.

5. Reporting Sexual Assault. An individual who is sexually assaulted may report the incident in a restricted or unrestricted manner. On notification of a sexual assault, the SHARP Representative will advise the victim regarding their options for restricted and unrestricted reporting.

a. Restricted Reporting. Restricted reporting allows a sexual assault victim to confidentially disclose the details of the assault to the Victim Advocacy (VA)/SHARP Representative or healthcare provider, and to receive medical treatment, counseling, and victim advocacy, without triggering the official investigative process. However, the VA/SHARP Representative must still report general information concerning the incident to command officials within 24 hours of the incident, without submitting information that could reasonably lead to the personal identification of the victim.

b. Unrestricted Reporting. A Soldier who is sexually assaulted and desires medical treatment, counseling, and an official investigation of their allegation should use normal reporting channels (e.g. chain of command, or law enforcement) or report the incident to a VA/SHARP Representative.

6. Procedures: Upon receiving information concerning any suspicion or report of sexual harassment or assault, Leaders will execute the following procedures:

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SUBJECT: Policy Memorandum #3 – Sexual Harassment/Assault Response and Prevention Program (SHARP)

a. Isolate the victim in a safe area and immediately notify the VA/SHARP or Sexual Assault Response Coordinator SARC/SHARP.

b. Upon arrival, the VA/SHARP will notify the Battalion SARC/SHARP office, the Soldier Support Institute SARC/SHARP office and installation SARC/SHARP office at 803-543-3085.

7. The victim's status and privacy are protected by limiting information to "need to know" personnel. The victim will receive sensitive care and support, and should not be re-victimized as a result of reporting incident.

8. Resources available to Soldiers and Civilians:

a. Soldier Support Institute Sexual Assault Response Coordinator at (803) 751-5714/6704.

b. 369th Adjutant General Battalion Victim Advocate at (803) 751-5439.

c. E Co, 369th Adjutant General Battalion Victim Advocate at (803) 751-6904.

d. Fort Jackson Special Victim Counsel at (803) 543-3030.

e. Fort Jackson Installation Sexual Assault Hotline at (803) 543-3085 or 82 from any landline phone on the installation.

f. Department of Defense Safe Helpline Phone Number at 1-877-995-5247 and website [www.safehelpline.org](http://www.safehelpline.org) or texting their location or zip code to 55-247 with CONUS or (202) 470-5546 OCONUS.

9. This policy will remain in effect until rescinded or superseded.

10. The point of contact is the Company SHARP representative, SSG Preshond Smith at (803) 751-3130.



WARREN N. WASHINGTON  
CPT, FC  
Commanding



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MEMORANDUM FOR All Personnel Assigned or Attached to Echo Co, 369th AG BN

SUBJECT: Policy Memorandum #4– Equal Opportunity (EO)

1. It is my policy to provide equal opportunity and fair treatment for military personnel, family members, and DA civilians without regard to race, color, religion, gender, national origin, or sexual orientation and provide an environment free of discrimination.
2. The EO program objectives for Echo Company, 369th AG BN will focus on the following:
  - a. Eliminating discrimination, sexual harassment, prejudice, insensitive behavior, and verbal abuse.
  - b. Strengthening the command climate by reinforcing the importance of dignity and respect.
  - c. Maximizing readiness by proactively preventing incidents from occurring in the first place.
3. Discrimination based on race, color, gender, religion, national origin or sexual orientation cannot and will not be tolerated. Accordingly, each Platoon Sergeant will serve as the EO Officer for his or her respective platoon. This responsibility will not be delegated. Furthermore, Platoon Sergeants are charged with setting the example and ensuring personnel under their leadership are given equal opportunity and are not subject to discriminatory practices. Platoon Sergeants and supervisors are prohibited from initiating disciplinary or adverse action against a Soldier or civilian employee because the individual registered a complaint. Additionally, Echo Company will establish robust EO training programs based on the Consideration of Others philosophy. This and all other EO Program components will be monitored through established Affirmative Action Plans, unit quarterly EO training, Quarterly Narrative and Statistical Reviews (QNSRs), and Semi-Annual Training Briefs (SATBs).
4. I charge all personnel of this command to report and eradicate biases and prejudices. I expect leaders at all levels to use administrative and disciplinary tools available to take swift and positive action to assure a healthy EO environment. Any Soldier, family member, or DA civilian employee who believes they are a victim of discrimination, should immediately present their concerns to their chain of command for resolution. Detailed complaint procedures are outlined in a separate policy (Equal Opportunity Complaint Process Policy). They may also contact Echo Company's Equal

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SUBJECT: Policy Memorandum #4– Equal Opportunity (EO)

Opportunity Representative, the 369th AG BN EO Advisor, or other alternate agencies such as the Chaplain, Inspector General, Provost Marshall, Medical Agency personnel, Staff Judge Advocate, and/or Housing Referral Office.

5. Echo Company will prominently display this policy statement throughout their activities. Additionally, Echo Company will post the following separate battalion EO policy statement: Equal Opportunity Complaint Process, Policy Letter #4

6. The point of contact is the Company EO Representative SSG Gibson at 803-751-6904.



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MEMORANDUM FOR All Personnel Assigned or Attached to Echo Co, 369th AG BN

SUBJECT: Policy Memorandum #5– The Equal Opportunity (EO) Complaint Process

1. The EO complaint processing system addresses complaints that allege unlawful discrimination or unfair treatment on the basis of race, color, religion, gender, national origin or sexual orientation. The processing of EO complaints through the unit chain of command is strongly encouraged but it is not the only channel available to Soldiers to resolve complaints. Attempts should always be made to solve problems at the lowest possible level within the organization.
2. Should the complainant feel uncomfortable in filing a complaint with their chain of command or, if the complaint is against a member of that chain of command, a number of alternative agencies exist through which the issues may be identified for resolution. Each of the agencies provides expertise in very specific subject areas. Cadre will not preclude Soldiers from using these channels in accordance with the procedures inherent/established by these agencies.
  - a. Someone in a higher echelon of the complainant's chain of command
  - b. Equal Opportunity Leaders (EOL)
  - c. Equal Opportunity Advisor (EOA)
  - d. Inspector General
  - e. Chaplain
  - f. Provost Marshal
  - g. Medical agency personnel
  - h. Staff Judge Advocate
  - i. Housing Referral Office
3. Complaints by civilian personnel alleging discrimination should be handled in accordance with the procedure contained in Army Regulation 690-600, or as described in Department of Defense (DoD) and Department of the Army (DA) policy implementing

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SUBJECT: Policy Memorandum #5- The Equal Opportunity (EO) Complaint Process

10 U.S. Code 1561, or as provided for in any applicable collective bargaining agreement.

4. Any complaint that a Soldier, Family member, or DA Civilian does not wish to file in writing is considered an informal complaint. Informal complaints may be resolved directly by the individual, with the help of the installation EOA, the commander or other persons in the complainant's chain of command. Typically, those issues that can be taken care of informally can be resolved through discussion, problem identification, and clarification of the issues. An informal complaint is not subject to time suspense nor is it reportable. It is recommended that anyone working on the resolution of informal complaints should prepare a Memorandum for Record (MFR).

5. A formal complaint is one that a complainant files in writing and swears to the accuracy of the information. Formal complaints require specific actions, are subject to timelines, and require documentation of the actions taken. A brief summary of all formal EO complaints will be provided to the SSI Commanding General through the chain of command within 72 hours of receipt by the commander or alternate agency. In turn, the SSI CG will provide notification to the first General Courts-Martial Convening Authority (Post Commanding General) within 72 hours of his/her notification. I expect the chain of command to follow the guidelines for investigation and summary as outlined in Army Regulation 600-20, Army Command Policy, Appendix D, and paragraph D-4.

6. Should a Soldier, civilian employee, or Family member believe that they are a victim of discrimination or sexual harassment, they should immediately present their concerns to their chain of command or supervisory chain for resolution. They may contact Echo Company's Equal Opportunity Representative, the 369th AG BN Equal Opportunity Representative, and/or the SSI Equal Opportunity Advisor via the SSI EO Hotline at 751-4591.

7. I will not tolerate any acts of reprisal, or attempts to suppress someone who wants to file a complaint.

8. The point of contact for this memorandum is the Echo Company, 369th AG BN Equal Opportunity Representative, SSG Gibson at (803) 751-6904.



WARREN N. WASHINGTON  
CPT, FC  
Commanding



**DEPARTMENT OF THE ARMY**  
**ECHO COMPANY, 369TH ADJUTANT GENERAL BATTALION**  
**BLDG 2301 SUMTER AVENUE**  
**FORT JACKSON, SOUTH CAROLINA 29207**

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MEMORANDUM FOR All Personnel Assigned or Attached to E Co, 369<sup>th</sup> AG BN

SUBJECT: Policy Memorandum #6 - Fraternalization/Improper Association

1. References: AR 600-20, FJ Reg 600-3, TRADOC 350-6 and USASSI Reg 600-3.
2. Improper/illegal association is prohibited between any Soldier assigned or attached to E Co (cadre or student status) and any Initial Entry Training Soldier (IET). Improper/Illegal association is further defined as: "Actual or attempted personal relationship, association, contact, or socialization between any individuals listed as "May Not Associate" on the matrix below, on or off Fort Jackson, which is not required to accomplish the academic, training or professional development mission." All relationships listed as "May Not Associate" are strictly prohibited.

	<b>Ft. Jackson Cadre (SSI or non-SSI)</b>	<b>E Co 369 Student (non-IET "MOS-T")</b>	<b>IET Soldier (e.g. 369<sup>th</sup> AG BN AIT, 120<sup>th</sup> REC, BCT, 187<sup>th</sup> AIT)</b>
<b>Ft. Jackson Cadre (SSI or non-SSI)</b>	<b>May Associate</b>	<b>May Not Associate</b>	<b>May Not Associate</b>
<b>E Co 369 Student (non-IET "MOS-T")</b>	<b>May Not Associate</b>	<b>May Associate</b>	<b>May Not Associate</b>
<b>IET Soldier (e.g. 369<sup>th</sup> AG BN AIT, 120<sup>th</sup> REC, BCT, 187<sup>th</sup> AIT)</b>	<b>May Not Associate</b>	<b>May Not Associate</b>	<b>May Associate</b>

3. Specific prohibited practices (to include but not limited to):
  - a. No student may ride in, accept the loan of, or use a cadre member's POV. E Co students will not offer or accept rides in the POV's of any individual identified on the matrix above as "May Not Associate" under any circumstances.
  - b. Cadre will not conduct a closed door counseling session anywhere to exceed 5 minutes in length. Exceptions require the student to be accompanied by another student (battle buddy) for the protection of both the student and the cadre member. Cadre will never counsel a student of the opposite sex behind a closed door without the presence of either an additional cadre member and/or the presence of the counseled Soldier's same sex battle buddy.

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SUBJECT: Policy Memorandum #6 - Fraternization/Improper Association

c. Echo Company follows "Safe and Secure" guidelines to include separation by gender. No Soldier assigned to Echo Company will be in an area designated for the opposite sex unless accompanied by Cadre on official business. The ONLY authorized entrance/exit for students is the front entrance unless emergency conditions exist.

d. Consensual contact or socialization among E Co students which involves handholding, embracing, caressing, kissing, touching, massaging, or fondling of a sexual nature, or engaging in sexual intercourse or sodomy is an illegal association in the AIT footprint (inside bldg 2301, the surrounding Battalion area, smoke area, and/or the student parking lot).

e. Consensual contact or socialization among E Co students is not permitted between any personnel on the matrix listed "may not associate" both on and off the AIT footprint (e.g. an MOS-T may not conduct consensual contact with an IET Soldier no matter where they are).

4. If you have a prior existing relationship with any Soldier mentioned in paragraph 2 above, you must receive an Exception to Policy from the chain of command if you wish to contact said individual.

5. E Co student NCO leaders will refrain from any actual or perceived relationships with Soldiers within their span of supervisory authority (example: a student E5 placed in a student PSG position is forbidden to engage in a personal relationship with an E4 in his/her PLT except for actions contributing to accomplishment of the academic, training or professional development mission).

6. No E Co Soldier will visit the area(s) of a Basic Training, B/C/D Co 369 AG, or 187 ORD BN (IET) Soldier's quarters at any time. No E Co "MOS-T" will be in the AIT wings of building 2301 when AIT students are housed there. E Co students are allowed to visit the AAFES Shoppette on Sumter Street, Monday-Friday during the hours of 1200-1730. These locations are off limits to E Co students during Weekends (Saturday and Sunday). E Co Soldiers will not talk to (except briefly for professional reasons), email, engage in cell/land line phone conversations, write letters, or text message with any IET Soldier. When utilizing the break area at the rear of bldg 2301, students will not cross the signs labeled "369<sup>th</sup> AG BN, Stop, Do not cross this sign".

7. Violators of this policy are subject to disciplinary action under the UCMJ.



WARREN N. WASHINGTON  
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MEMORANDUM FOR All Personnel Assigned or Attached to Echo Co, 369th AG BN

SUBJECT: Policy Statement #7 – Rules/Standards of Living in Echo Barracks

1. **PURPOSE:** To establish rules, regulations, standards, and procedures for living in government quarters (Echo Company barracks).
2. **SCOPE:** This policy letter applies to all personnel assigned and attached to Echo Company.
3. **POLICY:** The following paragraphs outline rules, regulations, standards, and procedures for living in the Echo Company barracks.
4. All Soldiers assigned to Echo Company, 369<sup>th</sup> AG BN, will be assigned a barracks room by Echo Company cadre. No Soldier will be authorized to enter a barracks room that is not assigned to them at any time. Once assigned a barracks room, Soldiers should inspect the room for cleanliness and damage to government property. If a room is unclean or any damage to government property is found, Soldiers should report this to Echo Cadre as soon as possible so that they are not liable for said dirtiness or damage. **All AIT soldiers must comply with room SOP. Failure to comply will result in recommendation for UCMJ.**
5. Echo Company follows “Safe and Secure” guidelines to include separation by gender. No Soldier assigned to Echo Company will be in an area designated for the opposite sex unless accompanied by Cadre on official business.
6. Soldiers are prohibited from having, on their person or in the barracks, the following items:
  - a. **Weapons:** Firearms, ammunition, switchblade knives, knives with a blade over three inches in length, firecrackers, brass knuckles, karate sticks, hand chains, explosive devices. You will turn all weapons in to the cadre to secure upon your arrival in the unit.
  - b. **Drugs and Narcotics:** Any drug that is not prescribed with a label for the individual who has possession of it, or that has an expired date on it. All drug paraphernalia, including “roach clips,” “coke spoons,” cigarette papers, water pipes, and similar items. It is **not authorized** to possess over the counter (except as dispensed by TMC, or MACH) medications that are for colds/flu, acetaminophen products (e.g. Tylenol), or any performance enhancing products. You may purchase aspirin/approved aspirin substitute and topical sports creams. You may purchase foot and body powders.
  - c. Alcoholic beverages, including beer, wine, and liquor, and their empty containers.

- d. Magazines and other materials or images that are obscene, pornographic, or sexually suggestive in nature.
- e. Hair clippers and other barber tools.
- f. Military property not issued to the individual.
- g. Food or beverage of any sort (except water). (MOS-Ts may have food/beverage items in the dayrooms on 2<sup>nd</sup> and 3<sup>rd</sup> floor)
- h. More than one complete set of civilian clothes (additional clothes may be kept in personal baggage room). (Line h does not apply to MOS-Ts)
- i. Personal televisions and non-compact gaming systems. (Line i does not apply to MOS-Ts)
- j. Items that pose a high risk for fire such as incense burners, candles, etc.
- k. Thermogenics and “pre-workout” dietary supplements.
- l. No chemicals in ANY of the barracks

7. AIT Food/Snacks/Beverages

- a. No food, snacks, or beverages are allowed in AIT Soldier sleeping areas.
- b. The dayroom of building 2301, is the **ONLY** place where AIT Soldiers will consume snacks and drinks in the barracks.
- c. At no time will any AIT Soldier bring food items into their rooms.

8. Cadre food consumption is strictly limited to cadre offices, lounge or CQ desk during duty. Once the package is broken, any food not consumed or refrigerated must be removed from the barracks. All food waste/used containers must be disposed of in the dumpster.

9. Washer and Dryer Use

a. All Soldiers assigned to Echo Company, 369<sup>th</sup> AG BN, using washers and dryers in Building 2301 may wash no more than two sets of Army Combat Uniform (ACU) in the unit machines. These machines are not designed to handle large amounts of laundry. Personal under garments and physical training clothes are the only other items that can be washed or dried in these machines.

b. Soldiers that abuse this policy will be counseled on the proper use of unit equipment. Continued abuse of this policy may result in UCMJ.

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SUBJECT: Policy Statement #7 – Rules/Standards of Living in Echo Barracks

c. Any machines that fail to operate properly will be immediately reported to the Platoon Sergeants, who will get a work order on the machine and report up the chain of command.

d. Laundry hours: soldiers may use the machines **before 0900 and after 1700**. Soldiers are not permitted to leave items in the laundry room overnight, any items left will be confiscated and have to be recovered from 1SG Tillman.

10. Smoking/Smokeless Tobacco/Vaporizers/Electronic Cigarettes/Cigars

a. Smoking is prohibited within E Co, 369<sup>th</sup> AG BN, BLDG 2301. This includes electronic smoking/vaporizer devices.

b. The use of smokeless tobacco is prohibited within E Co, 369<sup>th</sup> AG BN, BLDG 2301.

c. The only authorized smoking area for Soldiers residing in Building 2301 is the student parking lot adjacent to building 2119. In compliance with fire safety, authorized smoking areas must be 50ft from any building on Fort Jackson. Note: AIT Soldiers are not authorized use of tobacco.

11. AIT Soldier Curfew (See BN Policy #24 for MOS-T Curfew)

a. Sunday through Friday - bed check is at 2100 hours.

b. Saturday - bed check is at 2300 hours.

c. First call is 0500 hours Monday through Friday (exceptions approved by commander).

d. All Soldiers will wear IPFU trunks and T-Shirt during hours of lights out. The only exception will be those Soldiers performing fireguard or CQ runner duty, who will wear ACU/OCP.

e. Bed check for all Soldiers means you are in your assigned room, in bed, electronic devices (to include cell phones) are put away, and the lights are out. The only reason to be out of your bed after bed check and prior to first call is to use the latrine or to perform official duties, (i.e. Access Control Guard, CQ). Unauthorized departures from bed after bed check will be in violation of this policy.

10. Clearing Procedures:

a. A room must be cleared by a Cadre member prior to any Student departing the premises.

b. Rooms must be clean and all government property placed in its correct spot and without damage. "The room was like this when I arrived" is not an excuse as Soldiers should inspect their room and notify Cadre of any issues prior to inhabiting said room.

c. Once a room is cleared, the inhabitant who cleared will no longer be allowed re-entry. Soldiers should plan accordingly. Soldiers may only re-enter if authorized by cadre.

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SUBJECT: Policy Statement #7 – Rules/Standards of Living in Echo Barracks

11. Violators of any part of this policy letter are subject to disciplinary action under the provisions of the Uniform Code of Military Justice (UCMJ).

A handwritten signature in black ink, appearing to read 'Warren N. Washington', written in a cursive style.

WARREN N. WASHINGTON  
CPT, FC  
Commanding



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11 February 2020

MEMORANDUM FOR Subhand Receipt Holders of Echo Company, 369<sup>th</sup> Adjutant General Battalion

SUBJECT: Policy Memorandum #8 – Property Accountability Procedures

1. Purpose: This policy letter outlines the responsibilities of a subhand receipt holder and my expectations for property accountability.
2. Scope: These responsibilities and expectations apply to all subhand receipt holders in Echo Company, 369<sup>th</sup> Adjutant General Battalion.
3. References: AR 735-5, DA PAM 710-2-1
4. Responsibilities: As a subhand receipt holder (SHRH), you are fully responsible for all property listed on your hand receipt. You will ensure the custody and security of all property assigned. This includes during leave periods and when you are in a temporary duty status (TDY). By signing a subhand receipt, you accept full responsibility for the end items and all their components, unless they are listed on a shortage annex and initialed by myself. Your responsibility is to ensure the equipment is properly maintained and accounted for at all times. This includes verifying the serviceability of the equipment. Some specific responsibilities are as follows:
  - a. Ensure there are no changes to accountability or serviceability of any item signed for once per month. If an item is found to be lost or damaged, the SHRH will immediately notify the Supply Sergeant and Commander.
  - b. Issue items to end-users using DA Form 2062. SHRHs are not authorized to "sign-off" on shortages.
  - c. SHRHs will not issue items to end-users who cannot exercise the proper care and custody of the property.
  - d. SHRHs will not issue, loan, or subhand receipt any items to personnel of Echo Company, 369<sup>th</sup> Adjutant General Battalion. If mission requires this, the Commander will conduct the issue, loan, or subhand receipting of the item in question.
5. Guidance: The following is to help you successfully perform duties as a SHRH.
  - a. Issue all equipment to the end-user using a DA Form 2062. Have the end-user verify the quantity received by marking a number in the column being used, and have

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SUBJECT: Policy Memorandum #8 – Property Accountability Procedures

them print, sign, and date below to signify they have accepted responsibility. A DA Form 2062 is valid for 180 days. Redo the DA Form 2062 upon every change of user or upon expiration.

b. Treat your subhand receipt as your own property book. Inventory all items monthly to ensure accountability and serviceability. Work with the supply sergeant to make any necessary changes/adjustments. You will sign your subhand receipt by the 10<sup>th</sup> day of each fiscal quarter. Each time you do this, you are validating that you still have all equipment listed and all components required. If you refuse to sign your subhand receipt due to missing property, the appropriate investigation and administrative action will be initiated. Refusing to sign does not alleviate you of responsibility for the items.

c. Be honest about lost/damaged equipment. Bad news does not get better with time. Most "lost" equipment can be found if identified quickly and a search commenced. Most damaged equipment, when negligence or misconduct is not involved, can be remedied through Army processes at no fault of the user. If a SHRH willfully or accidentally fails to report lost/damaged equipment, it can cause an investigator to find them at fault due to negligence.

6. As a leader of this organization, you have supervisory responsibility (reference AR 735-5) to safeguard all military property used by subordinates regardless of whether or not it is on your subhand receipt.

7. All orders given in conjunction with the Command Supply Discipline Program are considered lawful orders and violations thereof may result in punishment under UCMJ.



WARREN N. WASHINGTON  
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Commanding



DEPARTMENT OF THE ARMY  
ECHO COMPANY  
369<sup>TH</sup> ADJUTANT GENERAL BATTALION  
FORT JACKSON, SOUTH CAROLINA 29207

ATSG-AGT-E

11 February 2020

MEMORANDUM FOR All Personnel Assigned or Attached to Echo Co, 369th AG BN

SUBJECT: Policy Memorandum #9 - Crime Prevention Standard Operating Procedure

1. References:

- a. AR 190-13
- b. FJ Reg 190-31

2. Purpose: To establish policy and security standards to reduce vulnerability of personal assets.

3. Applicability: Applicable to all Echo Co. cadre and students.

4. Responsibility:

a. Crime prevention officer/Commander will:

- (1) Include Crime Prevention information as part of command information
- (2) Conduct announced and unannounced Crime Prevention Inspections when records or recent events indicate the need.
- (3) Determine the specific problem areas in Crime Prevention relative to the unit.
- (4) Maintain contact with the Provost Marshal and CID when necessary.
- (5) Always solicit new ideas, techniques, methods and procedures that will enhance the overall crime prevention effort
- (6) Report immediately to the Military Police, ext. 3113/3114, all available information concerning any crime or suspicious activity, which occurs in areas of responsibility or involve unit personnel as Subjects, Victims, Witnesses, or Accomplices. In the absence of the Commander, the next senior officer, first sergeant or CQ will accomplish this.
- (7) Ensure inspections of the unit are conducted at least monthly

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SUBJECT: Policy Memorandum #9 - Crime Prevention Standard Operating Procedure

(8) Include in the newcomer's orientation, their responsibilities in safeguarding government and private property.

a. Crime Prevention NCO will:

(1) Maintain statistical data and records of crimes, which occur in this company that are reportable to the military police

(2) Ensure that personal property is marked for identification

(3) Ensure that personnel have access to and utilize the electrostatic marker for engraving personal property

(4) Maintain a file on repeat offenders

(5) Ensure that all personnel are given forms so records of personal property can be maintained. DA Form 4986 (Army Operation Identification) can be utilized

(6) Conduct periodic inspections of the unit billets, parking areas, and facilities to identify unsatisfactory property security measures

(7) Ensure proper procedures are instituted and followed for securing property by personnel residing in the barracks

5. Security of government property. All personnel (cadre and students) will ensure that government property will be secured at all times when not in use IAW par 4c (15) FJ Reg.190-31.



WARREN N. WASHINGTON  
CPT, FC  
Commanding



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11 February 2020

MEMORANDUM FOR All Personnel Assigned or Attached to Echo Co, 369th AG BN

SUBJECT: Policy Memorandum #10 - Prevention of Hot and Cold Weather Related Injuries

1. References:

- a. AR 385-10, August 2007, The Army Safety Program
- b. TRADOC Regulation 350-29, January 2010, Prevention of Heat and Cold Casualties.
- c. TRADOC Regulation 350-6, Appendix H, January 2011, Prevention of heat and cold casualties
- d. FJ Regulation 385-11, 13 February 2006, Heat Injury Prevention

2. Mission. Our mission, as leaders, is to prevent weather/climate related injuries through sound risk management techniques and vigilant supervision. E Co, 369<sup>th</sup> AG BN will NOT lose a Soldier to a heat related injury.

3. Background.

a. The average high daily temperatures for the months of May, June, July, and August are around 83°, 89°, 92°, and 90°, respectively. These high temperatures coupled with South Carolina's high humidity contribute to Heat Category 5 on most training days during the summer.

b. The core body temperature is the most accurate indicator of the severity of a heat injury. By using the ear thermometer as an indicator of core body temperature and by identifying the symptoms of heat injuries, we can accurately assess the condition of our Soldiers. If we do not take immediate measures once the core body temperature reaches 103 degrees, then our Soldiers are in danger.

c. Within 10-15 minutes, the core body temperature can go to 107 degrees and the body's internal processes and organs (liver, kidneys, blood clotting system, and heart) begin to fail and shut down. **IN SHORT, THE INSIDE OF THE BODY COOKS.** Do not rely on skin temperature to determine severity of danger. The skin may feel cool when

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SUBJECT: Policy Memorandum #10 - Prevention of Hot and Cold Weather Related Injuries

the core body temperature is rising. Bottom Line: when in doubt, treat for heat stroke and get the Soldier to the hospital immediately.

4. Definitions and Symptoms of some Hot and Cold Weather Related Injuries.

a. *Heat Cramps*. A sudden involuntary muscular contraction causing severe pain, often occurring in the leg, shoulder, or abdomen as a result of dehydration. Symptoms of heat cramps include muscle cramps, excessive sweating, and thirst.

b. *Heat Exhaustion*. A reaction to excessive heat, marked by prostration, weakness, and collapse resulting from dehydration. Symptoms of heat exhaustion include headaches, nausea, vomiting, dizziness, chills, rapid pulse or breathing, excessive sweating with pale moist skin, tingling of the hands and feet, and a core body temperature between 98.6 and 102 degrees.

c. *Heat Stroke*. A severe illness caused by exposure to excessively high temperatures and characterized by severe headache, high fever with a dry hot skin and in serious cases collapse and coma. Symptoms of heat stroke include red, hot, dry skin, confusion, semi-consciousness or loss of consciousness, seizures and a core body temperature higher than 102 degrees.

d. *Hypothermia*. "Water intoxication" is a condition that occurs when there is a less than normal concentration of sodium in the blood, caused by inadequate excretion of water or by excessive water in the circulating bloodstream Soldiers should not drink more than 1 quart of water per hour. Symptoms of hypothermia include repeated vomiting, seizures, and high output of clear urine. In severe cases, the Soldier may develop confusion and lethargy, leading to muscle excitability, convulsions, coma, and possible death. If there is no improvement within 30 minutes and the Soldier doesn't improve to 100% in 60 minutes, then treat the Soldier like a heat casualty. When in doubt...regardless...Evacuate!

e. *Chilblains*. A painful, itching swelling on the skin, typically on a hand or foot, caused by poor circulation in the skin when exposed to cold.

e. *Frostbite*. Injury to body tissues caused by exposure to extreme cold, typically affecting the nose, fingers, or toes and sometimes resulting in gangrene.

5. Guidance.

a. Soldiers should drink 1.0 quart of water per hour and no more than 12 quarts of water a day on average during warm months. Soldiers must replace electrolytes in their bodies lost through exercise and sweating. Sports drinks can be consumed with each meal; they are a good source of electrolytes. Consumption of sports drinks are taken into account when enforcing water intake guidelines. Teach Soldiers to do a self-check of their hydration levels by observing their urine color and checking it against the posters provided. Urine that is bright yellow, dark yellow or orange indicates low

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hydration levels. Soldiers with light yellow or clear urine have good hydration levels and should continue drinking fluids regularly.

b. Cadre PSGs will screen, identify and mark Soldiers as previous heat casualties during in processing E Co, 369 AG BN on day one. During PT, the PT belt method will continue to be employed; red equates to the Soldier having had a prior heat injury, blue equates to a prior cold weather injury. Soldiers will also wear a colored bead on their right boot; red equates to a prior heat injury and blue for a cold weather injury. Check our Soldiers and, if in doubt, mark them in accordance with Fort Jackson Regulation 350-6, Appendix I, paragraph h(2).

c. Develop and review training schedules and pace work according to heat category. Utilize sufficient rest periods when training in excessive heat. Conduct daily risk assessments based on heat temperature and training events – Commander's business.

d. During unit coordination meetings, leaders need to war game their procedures for evacuating Soldiers and should discuss the symptoms of Heat Stroke and Heat Exhaustion. Successive physical events over a week's time can contribute to dehydration in Soldiers. Especially watch Soldiers during road marches and review unit straggler control options during Cardio-Respiratory PT sessions.

e. All E Co, 369<sup>th</sup> AG BN cadre will read, become familiar with, plan for, and treat heat and cold weather injuries to the exact detail as prescribed per TRADOC Regulation 350-29, January 2010. E Co will conduct hot weather injury training a minimum of 1 hour per month between 1 April and 1 October; the company Safety Officer will lead this training. Cadre will maintain a copy of the Ft. Jackson "Composite Risk Management for Heat Injury Prevention, Identification, and Response" pamphlet and review it prior to all training events occurring between 1 April and 1 October; copies can be obtained through the Ft. Jackson Safety Office.

f. Fully functional wet bulb globe temperature (WBGT) devices and ice sheet packed coolers will be present for all physical readiness training events occurring during South Carolina's hot season (between 1 April and 1 October). A minimum of 15 gal of potable drinking water will be readily available for PRT events year round; quantities will be increased based on the CDR/1SG guidance through the hotter months of summer. Responsibility for the placement of WBGTs, ice coolers & sheets, and water falls on the NCO in charge of the training event.

g. The E Co, 369<sup>th</sup> AG BN Safety Officer will continuously monitor all training events (regardless of whether or not he/she is in charge of the specific training event) to ensure full compliance of safety measures to prevent heat/cold weather injuries.

h. A minimum of 4 x white bed sheets will be placed in a full chest of ice and present at every physical training event between the months of April and October. A minimum

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of 2 x 5 gallon coolers full of water and ice, with disposable cups, will be positioned at every physical training event, year round.

6. Training. Units will conduct all Army, TRADOC, SSI, and 369th AG BN mandated heat injury prevention training events annually prior to 1 April. Ensure new Soldiers receive this training within 30 days of in-processing. Focus on prevention, identification of symptoms and first aid procedures. Our primary concern at Fort Jackson is the prevention of heat related injuries during the long summer period. Safety Training / Briefing will be conducted on a weekly basis, immediately prior to PT on Thursday mornings. Students will lead all safety topic discussions as appointed by cadre PSGs/Company 1SG. Between the months of April and October, heat injury will be conducted for 100% of cadre & students a minimum of one time per month.

7. The company CQ, under the cadre PSG/1SG's supervision, will monitor and keep the current heat categorization posted outside on the front of the building.

8. BOTTOM LINE: If a Soldier displays symptoms of a head injury or over-hydration, do not hesitate to call 911 and evacuate to a medical facility. If in doubt, evacuate. A situation can quickly become life threatening as the core body temperature elevates to a dangerous level within minutes. Soldiers are an important asset; let's do our best to prevent heat injuries.



WARREN N. WASHINGTON  
CPT, FC  
Commanding



DEPARTMENT OF THE ARMY  
ECHO COMPANY  
369<sup>TH</sup> ADJUTANT GENERAL BATTALION  
FORT JACKSON, SOUTH CAROLINA 29207

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11 February 2020

MEMORANDUM FOR All Personnel Assigned or Attached to Echo Co, 369th AG BN

SUBJECT: Policy Memorandum #11 Operational Requirements (OPREP),  
Commander's Critical Information Requirements (CCIR) and Serious Incident Reporting  
(SIR)

1. References:

- a. Army Regulation (AR) 190-45, Law Enforcement Reporting, 30 Mar 07.
- b. Policy Memorandum 07-033, Commander's Critical Information Requirements, 13 Aug 07.
- c. Army Doctrine Publication 5-0, the Operations Process, 17 May 2012.

2. Purpose: This memo defines the reporting duties and responsibilities of Echo Company, 369<sup>th</sup> Adjutant General Battalion, Fort Jackson, South Carolina.

3. Proponent: The proponent for this policy is the Commanding Officer of Echo Company.

4. Policy:

a. Definitions.

(1) CCIR. A comprehensive list of information requirements identified by the commander as being critical in facilitating timely information management and the decision making process that affect the successful mission accomplishment. The two key subcomponents are **critical friendly force information** and **priority intelligence requirements**. Also, those elements of information required by commanders that directly affect decision making and dictate the successful execution of military operations.

(2) LCIR. Any serious incident of concern as defined as a Category 1 or 2 SIR by AR 190-45 and must be reported to Headquarters, Department of the Army (HQDA). A Category 3 is defined by a supplementing regulation or policy to the major Army command Installation Management Command (IMCOM) region. Establishment of a Category 3 SIR is neither required nor reportable to HQDA.

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(SIR)

b. Reporting Criteria. These are aligned with all Command Policy Statements, dated 21 August 2012.

(1) Personnel Issues.

(a) Death of an Echo Company, 369<sup>th</sup> AG BN Soldier, contractor, or civilian employee on Fort Jackson or its sub-installations, or the off-post death of an Echo Company, 369<sup>th</sup> AG BN Soldier or civilian employee.

(b) Accident involving Echo Company, 369<sup>th</sup> AG BN, or tenant personnel involving loss of life, permanent disability, loss of property, or disruption of mission.

(c) Emergency deployment of personnel impacting mission or capability of Fort Jackson.

(d) Unplanned hospitalization/admission of Active Duty, Reserve or National Guard of the unit, to include senior US Government civilians, and visiting foreign dignitaries.

(e) Other personnel issues that in the judgment of Cadre that merits the attention of the Commander.

(f) Discrimination or assault from permanent party personnel or Soldier in training impacting the health and welfare of personnel.

(2) Special Events.

(a) An event with possible significant media implications including items that have potentially rapid or negative publicity (ie., training deaths, impaired provider mishap, perceived mistreatment, and acts of gross negligence) or formal complaint that may potentially embarrass the command.

(b) Very Important People (VIPs) on Ft. Jackson (ie., Chief of Staff of the US Army, Vice Chief of Staff of the US Army, Congressmen, Senators, US Secretary of Defense, etc). Anyone in the rank of **MAJ or above** visiting the Echo Company area of operation (AO).

(c) International, national, or local crisis impacting the company, battalion or Fort Jackson activities, missions, or has medical implications.

(d) Any legal or administrative action that significantly and adversely affects Echo Company, 369<sup>th</sup> AG BN including, but not limited to, arrest or criminal conviction of senior civilian personnel, civil judgment or enforcement action exceeding \$250,000 against Echo Company, 369<sup>th</sup> AG BN personnel, or ruling or overturning Echo Company, 369<sup>th</sup> AG BN policies or regulations.

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(SIR)

(e) External audits and inspections within the Echo Company, 369<sup>th</sup> AG BN and Garrison which are unannounced and not coordinated through post HQs.

(f) Unauthorized disclosure or loss of classified information, including unauthorized electronic release of classified communications security (COMSEC) key material or equipment.

(g) Threats or attacks on Ft. Jackson facilities, operations, or personnel. Any Chemical, Biological, Radiological, Nuclear, Explosive (CBRNE) attack on US personnel or facilities worldwide.

(h) Incidents determined to be The Joint Commission (TJC) reviewable sentinel events.

(i) Ratification action (unauthorized commitment) in excess of \$100,000.

(j) Loss or suspected loss of Personally Identifiable Information including information covered by the Privacy Act such as social security account number, home address, home telephone numbers, date and place of birth, mother's maiden name, biometric records, as well as Protected Health Information (PHI).

(k) Any other special event issue that Cadre feel merit the attention of the Commander.

(3) Operational Issues.

(a) Loss or potential loss of accreditation or certification of a major program.

(b) Impending or actual loss of significant operational capabilities (including computers, texts, etc) at the military school facility, USASSI and /or installation activity.

(c) Security incidents regarding Echo Company, 369<sup>th</sup> AG BN information systems resulting in a Category 1 (Root Access) or Category 2 (User Level Access) compromise, or a vulnerability scan by a Computer Emergency Response Team indicating an un-patched information Assurance Vulnerability Alert or vulnerability on an Echo Company, 369<sup>th</sup> AG BN information system including malicious logic (virus, Trojan Horse, worm, etc.) or Denial of Service event (mass mailing of chain letters, hoaxes, etc.) that penetrates existing security screens and has the potential to seriously degrade Echo Company, 369<sup>th</sup> AG BN mission performance.

(d) Depletion of vaccines or prophylactic antibiotics required for protection of students attending training or due to inadequate temperature control or other reasons.

(e) Sudden food-borne or animal disease outbreak.

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Commander's Critical Information Requirements (CCIR) and Serious Incident Reporting  
(SIR)

(f) Significant increase of disease occurrence within Ft. Jackson or specific military population.

(g) Unforeseen financial crisis.

(h) Any other operational issues that Cadre feels merit the attention of the Commander.

(4) Infrastructure/Support Issues.

(a) Echo Company, 369<sup>th</sup> Battalion building or facility issues or incidents (storm damage, critical building system failures) disrupting training, causing class rescheduling or endangering student health and welfare. Report storm, fire, and flood damage.

(b) A protest regarding a contract issue resulting in US General Accounting Office issuing a Stop Work Order, thus negatively impacting mission.

(c) Unscheduled loss, degradation, or significant changes to major information technology programs or systems that have the potential to seriously degrade Echo Company, 369<sup>th</sup> AG BN and/ or Ft. Jackson mission performance.

(d) Procurement (Contracting) fraud alert (Defense Intelligence Service, Criminal Investigation Division, Federal Bureau of Investigations, etc) involving Ft. Jackson personnel or contractors.

(e) A major contractor performance default or termination with Echo Company, 369<sup>th</sup> AG BN and Garrison with mission implications.

(f) Failure exceeding 72 hours of the Total Standard Procurement System and Procurement Desktop Defense systems for awarding and payment of Battalion contractors.

(g) Environmental issues, notice of violations or hazardous materials impacting mission or personnel.

(h) Any other issue that commanders and staff feel requires the attention of the Battalion Commander.

(5) SIR Reporting Criteria. Category 1, 2 and 3 are found in AR 190-45, Mar 07, chapter 8, pages 91-94 and FJ Regulation 385-11, dated 13 Feb 2006.

(6) Responsibilities. The above list is not all-inclusive, because leaders cannot foresee all types of incidents /offenses that higher headquarters or the Command Team should know about. You will often have to use your judgment in determining what to

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SUBJECT: Policy Memorandum #11 Operational Requirements (OPREP),  
Commander's Critical Information Requirements (CCIR) and Serious Incident Reporting  
(SIR)

notify the Commander about, but it is usually better to err on the side of too much information rather than not enough. Bad news does not get better with time. When in doubt call the Commander or the 1SG and they will assist you in filtering what needs to be reported.

(7) The electronic Serious Incident Format will be used for all SIR's submitted to Battalion (enclosure 1). An initial incomplete report is acceptable. Do not delay the report in order to gather additional information, submit follow-on reports as required.

5. Timeliness takes precedence over completeness for the initial report for all serious incidents. **The standard for an initial SIR is 30 minutes during duty hours or 45 minutes after duty hours, holidays and weekends.** The initial SIR will be submitted to the Staff Duty NCO (SDNCO). Commanders or their representatives will immediately notify the Battalion Executive Officer (XO) or Command Sergeant Major (CSM) during duty hours and after duty hours to report a serious incident. The initial SIR will be filled out with as much information as possible; a follow-on SIR will be completed, as information becomes available. A close-out SIR will be submitted when the incident has been concluded.

a. **Submit Final Report and within 12 hours of incident in the format to the Commander**, (803) 553-2647 and ensure Personal Health Information is protected and is marked For Official Use Only IAW AR 190-45, para 2-2, and safeguarded accordingly.



WARREN N. WASHINGTON  
CPT, FC  
Commanding



DEPARTMENT OF THE ARMY  
ECHO COMPANY  
369<sup>TH</sup> ADJUTANT GENERAL BATTALION  
FORT JACKSON, SOUTH CAROLINA 29207

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11 February 2020

MEMORANDUM FOR All Personnel Assigned or Attached to Echo Co, 369th AG BN

SUBJECT: Policy Memorandum #12 – Over-the-Counter (OTC) Drugs

1. The purpose of this memorandum is to outline Over-the-Counter drug safety, use, distribution, and storage for Soldiers within the Soldier Support Institute and subordinate organizations.
2. When used properly, OTC drugs are effective for the specific symptoms to be treated IAW recommended usage. Several OTC drugs, such as Cold and Cough, Sudafed, and others present a health risk to Soldiers when used improperly. Sometimes Soldiers abuse OTC drugs in order to obtain the same physical effects as illegal drugs. Misusing OTC drugs is extremely dangerous and has resulted in the death of Soldiers.
3. New students will disclose of any prescribed drugs in their possession on day one of in processing. Students will report any newly prescribed medications they receive while being assigned to E Co, 369<sup>th</sup> AG BN. Soldiers will secure approved prescriptions at all times they are not in the immediate possession of the individual. E Co PSGs will maintain prescription drug data logs for all Soldiers in their platoons.
4. Unsecured medications will be confiscated by cadre members. Misuse of OTC drugs is incompatible with the Army Values and presents a serious threat to health and safety, as well as good order and discipline. No Soldier of E Co, 369<sup>th</sup> AG BN is permitted to take or provide prescription drug medication to anyone for whom the medication has not been initially prescribed.
5. Violators of this policy are subject to discipline under the UCMJ.

A handwritten signature in black ink, appearing to read "Warren N. Washington".

WARREN N. WASHINGTON  
CPT, FC  
Commanding



DEPARTMENT OF THE ARMY  
ECHO COMPANY  
369<sup>TH</sup> ADJUTANT GENERAL BATTALION  
FORT JACKSON, SOUTH CAROLINA 29207

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11 February 2020

MEMORANDUM FOR All Personnel Assigned or Attached to Echo Co, 369th AG BN

SUBJECT: Policy Memorandum #13 - Suicide Prevention Plan

1. PURPOSE: Procedures to educate personnel in the prevention of suicide attempts.

2. PROCEDURES:

a. The Company will integrate suicide prevention and awareness screening into the in brief for all newly assigned/attached students.

b. Cadre personnel will become aware of the installation support agencies regarding suicide prevention and the appropriate referral steps.

c. The 1SG/CO, upon notification of a Soldier's abnormal behavior, will personally counsel the Soldier in accordance with ASIST (Applied Suicide Intervention Skills Training methodology). If necessary, the 1SG/CO will call Community Mental Health Services (6823/5183/5241/5911) to schedule an appointment for at risk Soldiers. The Platoon Sergeant will complete MONCRIEF CMHS Form 9-R, dated Mar 98, and escort the Soldier to their appointment. After duty hours, contact the following as necessary.

SOCIAL WORK SERVICE – 751-2216/751-2235

UNITEDWAY 211 – 790-4357

SISTERCARE CRISIS LINE – 765-9428

URGENT CARE CLINIC – 751-2273/2211

MILITARY POLICE – 751-3113

FT JACKSON FAMILY LIFE CHAPLAIN – 751-4101/3121

d. All Company personnel have the responsibility to report any concerns of possible suicide to the chain of command.

A handwritten signature in black ink, appearing to read "Warren N. Washington".

WARREN N. WASHINGTON  
CPT, FC  
Commanding



DEPARTMENT OF THE ARMY  
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FORT JACKSON, SOUTH CAROLINA 29207

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11 February 2020

MEMORANDUM FOR Echo Company Personnel

SUBJECT: Policy Statement #14 - Reenlistment Incentive Program

1. REFERENCE:

- a. Army Regulation 601-280, Army Reenlistment Program.
- b. Memorandum, 369th Adjutant General Battalion, Subject: SAB, 3 Mar 97.

2. PURPOSE: To establish policy on reenlistment incentive program.

3. SCOPE: This policy applies to all Echo Company Soldiers assigned or attached.

4. GENERAL: Not every Soldier is extended the opportunity to reenlist. Those who have an outstanding performance record. They demonstrate a potential for further military service. Therefore, the following rewards are well deserved.

5. POLICY: I will grant the following privileges to personnel who reenlist or enlist while assigned or attached to Echo Company.

- a. The day of reenlistment is a duty free day (permanent party personnel).
- b. In accordance with the battalion reenlistment policy, re-enlistees are given a four-day pass, in conjunction with a weekend, within 30 days after reenlistment. (All passes must be coordinated with the chain of command in advance.)

6. SUMMARY: Echo Company, 369<sup>th</sup> AG BN, and the U.S. Army appreciate the commitment and sacrifice you make to serve.

A handwritten signature in black ink, appearing to read "Warren N. Washington", is positioned above the typed name.

WARREN N. WASHINGTON  
CPT, FC  
Commanding



DEPARTMENT OF THE ARMY  
ECHO COMPANY, 369TH ADJUTANT GENERAL BATTALION  
BLDG 2301 SUMTER AVENUE  
FORT JACKSON, SOUTH CAROLINA 29207

ATSG-AGT-E

11 February 2020

MEMORANDUM FOR All Personnel Assigned or Attached to Echo Co, 369th AG BN

SUBJECT: Policy Statement #15 - Alcohol and Substance Abuse Program

1. PURPOSE: To establish Alcohol and Substance Abuse Program procedures.
2. SCOPE: This policy applies to all Echo Company Soldiers, assigned and attached.
3. GENERAL: Drug and alcohol problems invade every part of society. The Army's program for Alcohol and Substance Abuse Prevention and Control helps Soldiers who have problems with substance abuse.
4. POLICY:
  - a. Alcohol is not authorized to Soldiers in Initial Entry Training (IET) status and will not be consumed on-post or off-post regardless of phase or age. Soldiers may not purchase alcohol in any AAFES, e.g., shopette, Class VI store, main PX, or AAFES Concessionaire. Suspected violators may be subjected to breathalyzer or blood draw.
  - b. Soldiers who are authorized to consume alcohol will not bring alcoholic beverages or alcohol containers, regardless of contents, into the barracks or the company/battalion area.
  - c. Soldiers who believe they have a problem with substance abuse should inform their chain of command and self-refer themselves to the Substance Abuse Rehabilitation Department. Self-referrals are not punished. Soldiers will also use the chain of command to schedule an appointment at Army Community Service Center.
  - d. Random sampling for illegal and controlled substances will be done at the Commander's direction and may consist of the entire company or individuals chosen at random. Violators of this policy are subject to disciplinary actions under the provisions of the Uniform Code of Military Justice (UCMJ).

  
WARREN N. WASHINGTON  
CPT, FC  
Commanding



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369<sup>TH</sup> ADJUTANT GENERAL BATTALION  
FORT JACKSON, SOUTH CAROLINA 29207

ATSG-AGT-E

11 February 2020

MEMORANDUM FOR All Trainees assigned and attached to E Co., 369<sup>th</sup> AG BN

SUBJECT: Policy Letter #16- Cell Phone Use

1. Use of personal cell phones, smartphones, smart watches or any personal electronic digital devices is prohibited during School House Classroom hours of 0830-1800. Student cell phones must be left in the student's room unless an exception to policy is approved by a Drill Sergeant or member of the command team.
2. Students are not allowed to:
  - a. Use their cell phone's camera or microphone to record confidential information of any work material in the classroom i.e. Program of Instruction (POI), Exams, Practical Exercises or any student material
  - b. Use their phones in areas where cell use is explicitly prohibited (i.e. latrines)
  - c. Download or upload inappropriate, illegal or obscene material
  - d. Walk and use cell phone at the same time
  - e. Take pictures of cadre members or other students without their permission
  - f. Request personal information from or about cadre members
3. Personal cell phone use, even when permitted, must never include language/ photos that is obscene, discriminatory, offensive, prejudicial or defamatory in any way; such as jokes, slurs and/or inappropriate remarks regarding a person's race, ethnicity, sex, sexual orientation, religion, color, age or disability).
4. The accountability and security of all cell phones is the responsibility of the Soldier
5. Violators of any part of this policy letter are subject to disciplinary action under the provisions of the Uniform Code of Military Justice (UCMJ).

A handwritten signature in black ink, appearing to read "Warren N. Washington", is located above the typed name.

WARREN N. WASHINGTON  
CPT, FC  
Commanding



DEPARTMENT OF THE ARMY  
ECHO COMPANY  
369<sup>TH</sup> ADJUTANT GENERAL BATTALION  
FORT JACKSON, SOUTH CAROLINA 29207

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11 February 2020

MEMORANDUM FOR All Personnel Assigned or Attached to Echo Co, 369th AG BN

SUBJECT: Policy Statement #17 - Visitation Policy

1. PURPOSE: To prescribe my visitation policy.
2. SCOPE: This policy applies to all Echo Company Soldiers assigned or attached and their Family members.
3. GENERAL: Visits must be during visitation hours and must not interfere with any training or military duties. Trainees should verify schedules with their Platoon Sergeant (PSG) before coordinating visits with relatives or spouses.
4. POLICY: Trainee family members or other 369<sup>th</sup> AG BN Soldiers are welcome to visit Soldiers during their free time. Family members are defined as parents, spouses, or adult relatives. Overnight passes are not allowed. Soldiers may only accompany their family visitors on post and off post remaining in the Columbia, SC area.
  - a. Visitation Hours:  
Sat 1300 to 2000 hours  
Sun 1000 to 1700 hours
  - b. These hours apply only if Soldiers are not involved in training and during their free time.
  - c. All visitors must sign in with the Charge of Quarters (CQ). Soldiers are responsible for the actions of their visitors. Soldiers must accompany them the entire time they are in the barracks.
  - d. Soldiers may only have visitors in the common areas on the first floor (lobby around CQ desk, and day room). Soldiers may not have visitors in their rooms, hallways, or the stairwells.
  - e. Visitors may not prevent residents from using the barracks facilities or equipment.
5. Violators of any part of this policy letter are subject to disciplinary action under the provisions of the Uniform Code of Military Justice (UCMJ).

A handwritten signature in black ink, appearing to read "Warren N. Washington".

WARREN N. WASHINGTON  
CPT, FC  
Commanding



DEPARTMENT OF THE ARMY  
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369<sup>TH</sup> ADJUTANT GENERAL BATTALION  
FORT JACKSON, SOUTH CAROLINA 29207

ATSG-AGT-E

11 February 2020

MEMORANDUM FOR All Initial Entry Trainees Assigned or Attached to Echo Co, 369th AG BN

SUBJECT: Policy Statement #18 – Alcohol Use Prohibited

1. PURPOSE: To expand on policies related to alcohol.
2. SCOPE: This policy applies to all initial entry trainees assigned and attached.
3. GENERAL: At no time during the Initial Entry Training pipeline may alcohol be consumed.
4. POLICY:
  - a. At no time will Initial Entry Trainees (BCT/AIT Soldiers) assigned to Echo Company, 369<sup>th</sup> AG BN, consume or possess alcohol.
  - b. In accordance with TRADOC Regulation 350-6, even if of legal age, no alcohol will be consumed during initial entry training.
5. Violators of this policy are subject to disciplinary action under the provisions of the Uniform Code of Military Justice (UCMJ).

A handwritten signature in black ink, appearing to read "Warren N. Washington", is positioned above the typed name.

WARREN N. WASHINGTON  
CPT, FC  
Commanding



DEPARTMENT OF THE ARMY  
ECHO COMPANY  
369<sup>TH</sup> ADJUTANT GENERAL BATTALION  
FORT JACKSON, SOUTH CAROLINA 29207

ATSG-AGT-E

11 February 2020

MEMORANDUM FOR All Personnel Assigned or Attached to Echo Co, 369th AG BN

SUBJECT: Policy Statement #19 - Use of Tobacco and electronic smoking devices in AIT

1. PURPOSE: To establish procedures for the use tobacco products and electronic smoking devices
2. SCOPE: This policy applies to all Echo Company Soldiers assigned and attached
3. GENERAL: All Soldiers, 21 years of age and older are afforded the opportunity to utilize tobacco products and electronic smoking devices during break and personal times.
4. POLICY:
  - a. All Soldiers, 21 years of age and older, assigned to Echo Company, 369<sup>th</sup> AG BN, will be authorized to utilize tobacco products and electronic smoking devices only during break times or as mission allows. This privilege is tied to the Soldier's ability to conform to the rules applied by this policy. Failure to adhere to this policy will result in the Soldier losing this privilege or having the privilege suspended.
  - b. Break times are defined as times when a Soldier is not in school, training or on a detail.
  - c. Soldiers are only authorized to use tobacco and electronic smoking devices in designated areas on post. At no time will a Soldier that does not use tobacco products be forced to clean the area. The designated areas will always be clean and absent of cigarette butts and other forms of tobacco residue/paraphernalia. If an area is found unclean, it will be closed and Soldiers will not be authorized to utilize the area. All tobacco users will be responsible to ensure that the areas are always in a high state of cleanliness. While in a designated area Soldiers will be allowed to smoke cigarettes or electronic smoking devices, and use smokeless tobacco. Soldiers using tobacco products off post will use in accordance with local laws.
  - d. Soldiers will not utilize tobacco products or electronic smoking devices in the presence of Soldiers who have not been granted this privilege.
  - e. Soldiers are not allowed to use this privilege prior to breakfast chow, during the duty day or during time designated for barracks maintenance.
  - f. Under no circumstances will tobacco products or electronic smoking devices be utilized in the barracks or at the bus stop.
  - g. Soldiers that abuse this policy will have this privilege revoked by the revocation authority.

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SUBJECT: Policy Statement #19 - Use of Tobacco and electronic smoking devices in AIT

5. Violators of this policy are subject to disciplinary action under the provisions of the Uniform Code of Military Justice (UCMJ).

A handwritten signature in black ink, appearing to read 'Warren N. Washington', written over a horizontal line.

WARREN N. WASHINGTON  
CPT, FC  
Commanding



DEPARTMENT OF THE ARMY  
ECHO COMPANY  
369<sup>TH</sup> ADJUTANT GENERAL BATTALION  
FORT JACKSON, SOUTH CAROLINA 29207

ATSG-AGT-E

11 February 2020

MEMORANDUM FOR All Personnel Assigned or Attached to Echo Co, 369th AG BN

SUBJECT: Policy Statement #20 - Safety

1. **PURPOSE:** To establish policy, encourage a safe training environment, and promote safety awareness on and off duty.
2. **SCOPE:** This policy applies to all Echo Company Soldiers assigned or attached.
3. **GENERAL:** Safety is learned and must be practiced at all times. Nothing we do warrants unnecessary injury or loss of life. Anyone, regardless of rank or position, can stop an unsafe act. If you identify an "accident waiting to happen," take the necessary steps to prevent it.
4. **POLICY:** The following rules should be applied to everything you do.
  - a. Take the time to properly evaluate the mission or task. This is the key to preventing unnecessary accidents.
  - b. Start by conducting a risk assessment. Identify possible hazards and implement measures to reduce the risk involved.
  - c. Speak out immediately if you observe an unsafe act.
  - d. Make on the spot corrections.
  - e. Prior to all holidays or long weekends, the Commander or an appointed representative will conduct a unit safety brief.
5. **SUMMARY:** Safety is everyone's business. Never walk away from or ignore an unsafe act. Safety must always be a priority in everything we do at home and at work. Nothing is more important than ensuring the safety of each other and our families.

A handwritten signature in black ink, appearing to read "Warren N. Washington", is positioned above the typed name.

WARREN N. WASHINGTON  
CPT, FC  
Commanding



DEPARTMENT OF THE ARMY  
ECHO COMPANY, 369<sup>TH</sup> ADJUTANT GENERAL BATTALION  
BLDG 2301 SUMTER AVE.,  
FORT JACKSON, SOUTH CAROLINA 29207

ATSG-AGT-E

11 February 2020

MEMORANDUM FOR All Trainees assigned and attached to E Co., 369<sup>th</sup> AG BN

SUBJECT: Policy Letter #21 – Height and Weight Standards for Attending F4, F5, and  
Reclassification Training

1. Echo Company is responsible for the student population attending F4, F5, F5 Phase II, and reclassification training. Part of this responsibility is ensuring Army Regulations are adhered to, to include Army Body Composition Program standards.
2. Resource for this policy letter: AR 350-1. Specifically: Paragraph 3-13.
3. All students will be considered “enrolled” in their course upon being administered height/weight screening at Echo Company, 369<sup>th</sup> AG BN (Building 2301 Sumter Avenue). The height/weight screening will take place at 0445 on the start date of the course. Soldiers are not considered enrolled until the screening is completed.
4. In the event a Soldier fails the initial screening, they will be given a reassessment based on the course attendance shown below:
  - a. F4 – Reassessment administered day 8
  - b. F5 – Reassessment administered day 21
  - c. F5 Ph II – Reassessment administered day 8
5. Body composition assessments, also called height and weight screenings, may only be directed by a member of the Command Team. Any screening done without the prior approval of the Command Team will be deemed a courtesy screening and will not count for record.
6. In the event of a reassessment failure, in accordance with AR 350-1, the Soldier will be removed from the course and their DA Form 1059 will be annotated in Part IIIa “Failed to Achieve Course Standards.”
7. Line 6 does not apply to Students enrolled in Initial Entry Training (IET) or Reclassification training in accordance with AR 350-1, para. 3-13, line i.
8. IET Soldiers will fall under TRADOC Regulation 350-6.

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SUBJECT: Policy Letter #21 – Height and Weight Standards for Attending F4, F5, and  
Reclassification Training

9. Reclassification Soldiers will fall under Army Regulation 600-9. A failure of the Army Physical Fitness Test (APFT), Army Combat Fitness Test (ACFT) and/or the Army Body Composition rescreening will not cause a Reclassification Soldier to be dropped from the course with a "Failed to Achieve Course Standards" DA Form 1059. However, a failure of the APFT or ACFT will cause a Soldier to be flagged. A failure of the body composition screening will cause the Soldier to be flagged and enrolled in the Army Body Composition Program IAW AR 600-9, Para. 3-2, line e. A failure in either events will be noted in the comments section of the Soldier's DA Form 1059.

10. The point of contact for this memorandum is the undersigned at 803-751-6616.



WARREN N. WASHINGTON  
CPT, FC  
Commanding



DEPARTMENT OF THE ARMY  
ECHO COMPANY  
369<sup>TH</sup> ADJUTANT GENERAL BATTALION  
FORT JACKSON, SOUTH CAROLINA 29207

ATSG-AGT-E

11 February 2020

MEMORANDUM FOR All MOS-Ts assigned and attached to E Co., 369<sup>th</sup> AG BN

SUBJECT: Policy Letter #22 – Wear of Civilian Clothing

1. MOS-Ts assigned to Echo Company are allowed to wear civilian clothes during off-duty hours. Off-duty hours begin after release from the end-of-day formation (which usually, but not always, will take place at 1700). If no end-of-day formation is scheduled, civilian clothes may be worn upon release from the student's respective schoolhouse.
2. According to Army Regulation 670-1, Chapter 3-9 (Civilian Clothing), line c. "Commanders are charged with determining and publishing the local civilian clothing policy."
3. The guidelines for "appropriate civilian attire" are below:
  - a. Items of clothing containing profanity, references to substance abuse, or sexually suggestive words or illustrations are prohibited.
  - b. Items of clothing that do not sufficiently cover private areas (to include nipples and midriff) of the body while seated, standing, or bending are considered inappropriate. To include but not limited to; sleeveless or "cut-off" shirts, tank tops, and "spaghetti strap shirts".
  - c. No undergarments will show while in civilian attire. Sleeveless undershirts (A-shirts), spandex/compression shorts, and sports bras are considered undergarments.
  - d. No shower shoes will be worn outside of the barracks room. However, open toed sandals and flip flops are authorized for wear as long as they have not been used as a hygiene item.
  - e. When wearing shorts or skirts/dresses, the length of the clothing must come to the end of the fingers when standing at the position of attention and opening the hand.
  - f. This policy letter does not supersede or change DFAC standards.

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SUBJECT: Policy Letter #22 – Wear of Civilian Clothing

4. The point of contact for this memorandum is the undersigned at 803-751-6616.



WARREN N. WASHINGTON  
CPT, FC  
Commanding



DEPARTMENT OF THE ARMY  
ECHO COMPANY, 369<sup>TH</sup> ADJUTANT GENERAL BATTALION  
2301 SUMTER AVENUE  
FORT JACKSON, SOUTH CAROLINA 29207

ATSG-AGT-E

11 February 2020

MEMORANDUM FOR All MOS-T Trainees assigned and attached to E Co., 369<sup>th</sup> AG BN

SUBJECT: Policy Letter #23 – MOS-T Alcohol Use

1. All Military Occupational Specialty Trained (MOS-T) Soldiers are to be treated as Soldiers in any other unit, given all the privileges and respect their rank deserves. Due to this, MOS-T Soldiers over the age of 21 may drink alcohol while assigned to Echo Company, 369<sup>th</sup> AG Battalion. With privilege comes responsibility, some of this responsibility is listed below:

a. MOS-Ts, in and out of uniform, represent the US Army and Echo Company wherever they are. Due to this, you will not do anything, while under the influence or sober, that will bring discredit or embarrassment upon the US Army or Echo Company.

b. MOS-Ts will not drive while under the influence of alcohol. You will plan a departure and return plan prior to leaving the barracks.

c. MOS-Ts are allowed to return to the barracks inebriated. However, any inebriated person, or anyone returning within curfew, will not cause any disruption to Echo Company operations. If cadre believe behavior to be unbecoming or if behavior causes any Students in the barracks to be adversely affected (e.g. losing sleep) personnel will be punished under the authority of UCMJ.

2. Resource for this policy letter: TR 350-1.

3. The point of contact for this memorandum is the undersigned at 803-751-6616.

4. Violators of any part of this policy letter are subject to disciplinary action under the provisions of the Uniform Code of Military Justice (UCMJ).

A handwritten signature in black ink, appearing to read "Warren N. Washington", is positioned above the typed name.

WARREN N. WASHINGTON  
CPT, FC  
Commanding



DEPARTMENT OF THE ARMY  
ECHO COMPANY, 369<sup>TH</sup> ADJUTANT GENERAL BATTALION  
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11 February 2020

MEMORANDUM FOR All Trainees/Students assigned and attached to E Co., 369<sup>th</sup> AG BN

SUBJECT: Policy Letter #24 – Trainee/Student Leave and Pass

1. Each student **must submit a DA 31** if traveling outside the Fort Jackson area **with driving distances over 250 miles or taking any train/boat/flight.**

a. Students must turn in the DA 31 **NLT 14 days in advance of the first day of leave** if they wish to take leave during a weekend.

b. **Pass is used as a reward or for holidays.** As such, passes will only be approved if given as a reward or put in for a 3-day or 4-day holiday/training holiday. **DA 31s for a pass must be turned in NLT 7 days prior to the first day of the pass.**  
Note: Passes, regardless of Company or Battalion Policies, may never be approved for a day of scheduled POI due to school hours and graduation requirements – leave must be used in order to be absent for a day with scheduled POI.

c. Students are **not allowed to be absent on a day identified by their course's program of instruction (POI) as a day of scheduled activities.** The only authority that can provide an exception to this rule is the CSM or Commandants (or their representatives) of the Adjutant General School, Finance and Comptroller School, Religious Affairs Specialist School, and/or Inter-Service Postal Training Activity.

d. If a Student is TDY and return, in order to take leave they must **provide proof that their first-line leadership or chain of command has approved them taking leave while on TDY orders.** If a Soldier is on "en-route" orders this is no longer a requirement.

2. Students turn in DA 31s to the inbox in the computer room. Soldiers should inquire about their DA 31 on the Thursday prior to taking pass/leave to ensure it has been approved.

a. DA 31s will be turned in with a **current version of the Soldier's Leave and Earnings Statement (LES) and MEDPROS print-out showing red/amber/green statuses.**

b. **The DA 31 must be routed to the Commander,** no Cadre member has authority to approve/deny a DA 31 other than the Commander.

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SUBJECT: Policy Letter #24 – Trainee/Student Leave and Pass

3. If the DA 31 is concerning a leave or pass that is due to **unique circumstances (childbirth, life events such as a wedding/funeral, career-related issues, etc.), an emergency situation, or for OCONUS**, the Soldier and Cadre member will **hand-walk the DA 31 to the Commander or 1SG** and explain the situation. Prior to bringing the DA 31 to the cadre, **the Student must receive proof of emergency/unique situation (e.g. doctor's note) and ensure their home station unit is in approval of their leave/pass.**
4. Students traveling **by ground may travel up to: 450 miles** (one-way distance) to any destination from the Fort Jackson area over holiday weekends (**4-day** leave/passes), **350 miles** (one-way distance) to any destination from the Fort Jackson area over a **3-day** leave/pass, **250 miles** (one-way distance) over a **2-day** weekend. A POV inspection will be conducted prior to student's departure if they're driving via POV.
5. If a student purchases a **plane ticket**, they may travel anywhere in the continental united states for the weekend if provided an approved DA 31. Students must note that at any time leave/pass may be revoked, **a purchased plane ticket does not ensure an approval to travel.**
6. If a student wishes to travel **outside of the continental United States (OCONUS)**, they must take leave. The DA 31 must be turned in **no later than 30 days in advance** for proper risk mitigation (S2) and processing through the approval authority (Battalion Commander). Soldier requesting the leave must have an updated certificate for Anti-Terrorism Level 1 and SERE 100.2. Examples of OCONUS locations include, but are not limited to, Alaska, Hawaii, Puerto Rico, Dominican Republic, Jamaica, Mexico, Canada, oceanic cruises, etc.
7. If a Soldier has any **"use-or-lose"** leave, they must take leave instead of pass.
8. Soldiers will follow the leave and pass procedures contained in AR 600-8-10.
9. **A Soldier will not depart Fort Jackson unless they have a copy of their DA 31 signed by the approval authority on their person.**
10. Violation of any portion of this policy is subject to non-judicial punishment in accordance with the Uniform Code of Military Justice (UCMJ).
11. This policy does not supersede the AIT privileges chart in TR 350-6.



WARREN N. WASHINGTON  
CPT, FC  
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FORT JACKSON, SOUTH CAROLINA 29207

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11 February 2020

MEMORANDUM FOR All "MOS-T" Students assigned and attached to E Co., 369<sup>th</sup> AG BN

SUBJECT: Policy Letter #25 – Permanent Profile PRT

1. MOS-Ts are Students defined by TRADOC Regulation (TR) 350-6 as: "trained and prior service Soldiers are those individuals, in any grade, who have previously completed IET and are attending skill level 1 training in IET units as a result of reclassification or enlistment actions."
2. TR 350-6 also states that, "Prior service personnel are not considered IET Soldiers but will comply with applicable regulations, standards, and training requirements."
2. Students will give a copy of their permanent profile to Echo Cadre so that it may be maintained in their personnel records file. Students will maintain their profile on their person at all times. Students will show their profile to any cadre who ask for it or ask for them to violate it. Students will not violate their profile even if a cadre member asks, they will professionally and politely direct said cadre to speak with the Echo command team.
3. Students on permanent profile will be at accountability formation at the correct time. Students on permanent profile will conduct the preparation drill with the formation, then fall out to conduct the following workouts at the following locations:
  - a. Monday, Wednesday, Friday – 369<sup>th</sup> AG BN Track (or road in-between track and Battalion headquarters from gate to four-way intersection)
    - (1) For "Endurance Mobility" days (commonly called "run days" — generally taking place on, but not limited to, Mondays, Wednesdays, and Fridays), Students will walk or run at their own pace along the 369<sup>th</sup> AG BN Track (or road in-between track and Battalion headquarters from gate to four-way intersection). Students will then meet back with the unit for recovery drill on the Echo Company PRT field.
  - b. Tuesday, Thursday – Vanguard Gym
    - (1) On "Strength Mobility" days ("non-run days" — generally taking place on, but not limited to, Tuesdays and Thursdays) Students on permanent profile will move to Vanguard Gym as a unit after the preparation drill. At the gym, Students will work on Strength and Mobility to the best of their ability and within the confines of their permanent profile. Stretching, walking, or slow jogging are **not** considered strength and

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SUBJECT: Policy Letter #25 – Permanent Profile PRT

mobility exercises. Students will perform physical readiness training at the gym until no earlier than 0645 at which time the recovery drill may begin. Students may leave the gym no earlier than 0655.

4. Students in Echo Company with permanent profiles are all MOS-T students. As such, they are held to a higher standard of individual accountability and responsibility. MOS-Ts should be able to handle themselves in a professional manner and perform a demanding PRT session on their own. Performance during this program is the responsibility of the individual with the profile.

5. According to Field Manual (FM) 7-22, Paragraph 6-30, line 2, "Commanders may assign Soldiers with a permanent profile to the reconditioning program or allow them to remain in unit PRT." Thus, the Echo Company Commander has decided and authorized Echo Company Students with permanent profiles to conduct their own reconditioning. **Students are not entitled to this program** and the Commander may change this decision at any time.

a. Should Students fail to conduct physical readiness training, perform poor physical readiness training, or fail to sustain their overall fitness, the Commander may choose to remove said Students from the permanent profile PRT program and reinstate them into unit PRT.

b. At any time, should the Commander lose faith in the permanent profile PRT program, the Commander may cancel the program and reinstate all Soldiers into unit PRT.

6. Violation of any portion of this policy is subject to non-judicial punishment in accordance with the Uniform Code of Military Justice (UCMJ).



WARREN N. WASHINGTON  
CPT, FC  
Commanding