

DEPARTMENT OF THE ARMY
U.S. ARMY GARRISON, FORT BELVOIR
Fort Belvoir, Virginia 22060-5928

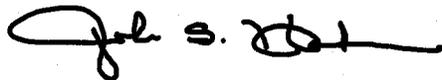
Change 2 to
FB Regulation 350-12

30 January 2001

Training
FORT BELVOIR PERSONNEL/TRAINEE RELATIONSHIPS

FOR THE COMMANDER:	DISTRIBUTION:
KURT A. WEAVER	F (PLUS)
COL, AR	6107 (10)
Garrison Commander	5840 (05)

OFFICIAL:



JOHN S. HODGE
Adjutant General

History. This is a change to FB Regulation 350-12, dated 8 April 1997, and Change 1, dated 30 January 1998. This publication publishes changes made since the latter date.

Summary. This is a change to a current regulation. It deletes references to Fort A.P. Hill in the existing regulation and in Change 1, dated 30 January 1998.

Applicability. This change applies to all military personnel assigned to and attached to Fort Belvoir.

Suggested improvements. The proponent agency of this regulation is the Staff Judge Advocate (SJA) US Army Garrison Fort Belvoir. Users are invited to send comments and suggested improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms, to the Staff Judge Advocate, 9990 Belvoir Drive, Suite 26, Fort Belvoir, VA 22060-6107.

C2 to FB Reg 350-12 (30 Jan 01)

FB Regulation 350-12, 8 April 1997, and Change 1, are changed as follows:

1. Paragraph 1, Change 1, to read as follows:

(a) Members of a uniformed service (other than initial entry training (IET) enlisted service members) who are assigned or attached to units at Fort Belvoir, performing temporary duty at Fort Belvoir, training at Fort Belvoir, or otherwise at Fort Belvoir. Reserve Component personnel (other than IET enlisted personnel) and officers attending training at Fort Belvoir are considered Fort Belvoir personnel. United States Navy personnel, United States Marine Corps personnel, or United States Air Force personnel at Fort Belvoir pursuant to Interservice Training Review Organization (ITRO), except ITRO trainees, are considered Fort Belvoir personnel.

2. Glossary, Abbreviations, to read as follows:

FB

Fort Belvoir

DEPARTMENT OF THE ARMY
U.S. ARMY GARRISON, FORT BELVOIR
Fort Belvoir, Virginia 22060-5928

Change 1 to
FB Regulation 350-12

30 January 1998

Training
FORT BELVOIR PERSONNEL/TRAINEE RELATIONSHIPS

FOR THE COMMANDER:	DISTRIBUTION:
	A (PLUS)
MICHAEL A. LEEPER	6107 (10)
COL, AD	5840 (10)
Garrison Commander	
OFFICIAL:	


JOHN S. HODGE
Acting Adjutant General

History. This is a change to the FB Regulation 350-12, dated 8 April 1997. This publication publishes changes made since that date.

Summary. This is a change to a current regulation. It reflects changes to include protection provided to ITRO Trainees.

Applicability. This change applies to all military personnel assigned to and attached to Fort Belvoir and A.P. Hill, regardless of physical location.

Suggested Improvements. The proponent agency of this regulation is the Staff Judge Advocate (SJA) US Army Garrison Fort Belvoir. Users are invited to send comments and suggested improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms, to the Staff Judge Advocate, 9990 Belvoir Drive, Suite 26, Fort Belvoir, VA 22060-6107.

Ch 1 to FB Reg 350-12 (30 Jan 98)

FB Regulation 350-12, 8 April 1997, is changed as follows:

1. Page 3, para b.(1) (a), to read as follows:

(a) Members of a uniformed service (other than initial entry training (IET) enlisted service members) who are assigned or attached to units at Fort Belvoir or Fort A.P. Hill regardless of physical location, performing temporary duty at Fort Belvoir or Fort A.P. Hill, training at Fort Belvoir or Fort A.P. Hill, or otherwise at Fort Belvoir or Fort A.P. Hill. Reserve Component personnel (other than IET enlisted personnel) and officers attending training at Fort Belvoir and Fort A.P. Hill are considered Fort Belvoir personnel. United States Navy personnel, United States Marine Corps personnel, or United States Air Force personnel at Fort Belvoir or Fort A.P. Hill pursuant to Interservice Training Review Organization (ITRO), except ITRO trainees, are considered Fort Belvoir personnel.

2. Page 4, after para (2) (e), add:

(f) In training pursuant to ITRO.

DEPARTMENT OF THE ARMY
U.S. Army Garrison, Fort Belvoir
Fort Belvoir, Virginia 22060-5840

FB Regulation 350-12

8 April 1997

Training
FORT BELVOIR PERSONNEL/TRAINEE RELATIONSHIPS

FOR THE COMMANDER:

THOMAS M. BRADY
COL, AG
Garrison Commander

DISTRIBUTION:

A	PLUS
6107	(10)
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Tyrone C. Mussio
TYRONE C. MUSSIO
MAJ, AG
Adjutant General

History. This is a new regulation.

Summary. This regulation provides standards for the relationship to be maintained between Fort Belvoir personnel and trainees.

Applicability. This regulation applies to all military personnel assigned to and attached to Fort Belvoir, regardless of physical location. A violation of this regulation subjects military personnel to possible adverse administrative or disciplinary action under the Uniform Code of Military Justice.

Supplementation. Supplementation is prohibited unless specifically approved by Headquarters, United States Army Garrison, Fort Belvoir (USAGFB).

Suggested Improvements. The proponent agency of this regulation is the Staff Judge Advocate (SJA) US Army Garrison Fort Belvoir. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publication and Blank Forms) to Staff Judge Advocate Office, ATTN: ANFB-JA, 9990 Belvoir Drive, Suite 26, Fort Belvoir, Virginia 22060-6107.

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Glossary.	Glossary
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Chapter 1
INTRODUCTION

1-1. Purpose. The purpose of this regulation is to provide standards for the relationship to be maintained between installation personnel and trainees. It also provides procedures for promptly investigating and reporting allegations of violations of those standards.

1-2. References.

a. Required reference. Uniform Code of Military Justice, cited in paragraph 1-4.

b. Prescribed form. FB Poster 179, dated 1 Mar 97 (Treatment of Trainees at FB). Prescribed in paragraph 1-7b.

1-3. Explanation of Acronyms and Definitions.

a. Acronyms used in this regulation are explained in the Glossary.

b. Definitions.

(1) FB personnel includes:

(a) Members of a uniformed service (other than initial entry training (IET) enlisted service members) who are assigned or attached to units at Fort Belvoir or Fort A.P. Hill regardless of physical location, performing temporary duty at Fort Belvoir or Fort A.P. Hill, training at Fort Belvoir or Fort A.P. Hill, or otherwise at Fort Belvoir or Fort A.P. Hill. Reserve Component personnel (other than IET enlisted personnel) and officers attending training at Fort Belvoir and Fort A.P. Hill are considered FB personnel. United States Navy personnel, United States Marine Corps personnel, Air Force personnel at Fort Belvoir or Fort A.P. Hill pursuant to Interservice Training Review Organization (ITRO) are considered FB personnel.

(b) Service members with prior service who have previously completed IET and are attending Skill Level 1 training (Advanced Individual Training (AIT)) at Fort Belvoir or Fort A.P. Hill as a result of reclassification reenlistment actions.

(c) Military personnel of other nations assigned to or participating in training at FB.

(2) Trainee includes enlisted service members --

(a) Undergoing IET, including those released from training, unless excluded by paragraph 1-3b(1)(b) above.

(b) Undergoing processing for IET.

(c) Awaiting training.

(d) Awaiting separation or medical processing from IET (including those released from training).

(e) Holding over on FB after completing IET and before signing into a permanent unit.

1-4. Applicability. This regulation applies to FB personnel, regardless of physical location. A violation of this regulation subjects FB personnel to disciplinary action under the Uniform Code of Military Justice.

1-5. Policies.

a. Trainees are to be challenged by demanding and rigorous training that provides them required military skills, self-discipline, and a sense of being a soldier.

b. Trainees are to be treated with fairness, dignity and respect while being trained by competent professionals who serve as examples of positive leadership.

c. The performance tasks assigned to IET trainees are stressful. This natural stress should be positive and directed toward obtainable goals. This stress should exist between the trainee and the task to be accomplished, not between the trainee and the trainer as the result of hazing, harassment or intimidation.

d. New trainees are to be given reasonable opportunities to demonstrate their potential for continued service. However, commanders will consider trainees for separation when they cannot or will not comply with Army standards after appropriate counseling and opportunities to train.

1-6. Standards of Interaction with Trainees.

a. FB personnel will not have relationships with trainees that cause actual or perceived partiality or unfairness, involve the improper use of rank or position for personal gain, or cause an actual or predictable impact upon discipline, authority or morale. As specific, but not exclusive, examples, FB personnel may not:

(1) Degrade or abuse a trainee by directing vulgar, obscene, profane, humiliating, or racially or ethnically slanted language to a trainee or language that ridicules a trainee's religious beliefs.

(2) Touch a trainee for disciplinary action or other purposes unless required in the performance of official duties or as a military courtesy. For example, a trainee may be touched for the purpose of proper task performance, assisting a trainee when accomplishing a task, correcting movements or position, fitting or correcting clothing or equipment, pinning on military awards and newly promoted rank, preventing bodily injury or providing first aid or medical care.

(3) Sexually harass a trainee; sexual harassment includes making deliberate or repeated unwelcome verbal comments, gestures or physical contact of a sexual nature.

(4) Require a trainee to assume unnatural or painful positions or participate in any drill, formation or exercise not reasonably required for training; this does not prohibit the use of physical exercises, such as push-ups, as attention-getting devices for minor infractions of military behavior which are best dealt with by immediate leadership response; the number of exercise repetitions must take climatic conditions into account, as well as the trainee's state of physical conditioning.

(5) Treat a trainee in an abrupt, rude or discourteous manner when providing support services;

(6) Engage in business matters with a trainee; this includes, but is not limited to:

(a) soliciting, accepting, lending, or borrowing money, property, favors, or anything of value from a trainee; this does not preclude the loan of military property to a trainee, if necessary, for training purposes when it does not provide personal gain to the lender;

(b) offering to engage in or engaging in financial or business dealings with a trainee, or acting directly or indirectly as an agent or sponsor for a commercial enterprise when a trainee is involved;

(c) assembling captive audiences comprised, in whole or in part, of trainees for sales people, vendors, traders, merchants or other solicitors for commercial enterprises;

(d) suggesting to a trainee that it is unit or Army policy to buy from a particular vendor or encouraging a trainee to deal with or do business with any particular person, organization or enterprise; or

(7) Gamble or wager with any trainee.

(8) Engage in personal, social activities with a trainee not required in the performance of official duties or authorized by the commander, including but not limited to the following:

(a) dating a trainee;

(b) sexual activity of any type with a trainee;

(c) hugging, kissing, holding hands with or caressing a trainee;

(d) sending personal letters or making personal telephone calls to a trainee or permitting or encouraging trainees to write or call;

(e) riding in a privately owned vehicle with a trainee when no official duty is involved;

(f) meeting privately with trainees or their immediate family members for purposes of dining, recreation, dancing or similar activities;

(g) drinking alcoholic beverages with a trainee; and

(h) sharing a motel room with a trainee;

(9) Enter into the sleeping areas or latrine designated for trainees of the opposite gender unless authorized by the unit commander to perform official duties or in an emergency.

(10) Deny a trainee the right to see a Chaplain, the Inspector General, the chain of command or legal counsel; the opportunity to go on sick call; to write a member of Congress; or threaten adverse action if the trainee requests to see officials.

(11) Assist, encourage or permit any trainee to enter the sleeping quarter of installation personnel, except when required in the performance of official duties, emergencies, or when authorized by the commander.

b. FB personnel will not verbally degrade or abuse a trainee. Of particular concern is vulgar, profane, sexual humiliating, or racially or ethnically slanted language directed to a trainee or language that ridicules a trainee's religious beliefs.

1-7. Instruction in the Prevention of Trainee Abuse.

a. Commanders/directors will ensure that all FB military personnel and trainees understand the requirements of this regulation. During initial orientation, commanders will inform soldiers of the requirements of the regulation, the methods for resolving conflicts, and the process for reporting incidents of trainee abuse.

b. Commanders of trainees will post a copy of "I AM A SOLDIER" FB Poster 179, dated 1 Mar 97 (Appendix A). This poster can be acquired from the Installation Forms Center in building 315, and a completed copy of the complaint procedure memorandum (Appendix B) on unit bulletin boards. Trainees will be advised of the seriousness of making an allegation of trainee abuse and that false allegations could subject them to administrative or disciplinary action.

c. Trainee abuse will be included as an item on appropriate after action reviews and commander interview programs.

1-8. Trainee Abuse Prevention Program.

a. The Trainee Abuse Prevention Program is designed to prevent trainee abuse through a series of training and awareness measures. It is designed to ensure that trainees are properly treated, training is conducted according to standards and the careers of training cadre are furthered by avoiding those situations that would call their professionalism into question.

b. Drill Sergeant Reunions will be held on a regular basis for drill sergeants who have been on drill sergeant duty for 9-12

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months. This training session will focus on stress management, trainee abuse prevention measures and discussions with senior leaders.

c. Commanders of training units will ensure that regular training and reinforcement measures focused on preventing trainee abuse are provided.

Chapter 2
INVESTIGATING AND REPORTING

2-1. General.

a. All FB personnel are responsible to report possible violations of this regulation to their immediate supervisor or chain of command, or to the Equal Opportunity Office (805-2001), Chaplain (805-4316), or Legal Assistance Office (805-4018). Reports will be forwarded to the Commander, Headquarters Command Battalion (806-5331) for further investigation.

b. The responsibility for investigating allegations of trainee abuse rests with the Commander, Headquarters Command Battalion.

2-2. Initial Report.

a. If the Commander, Headquarters Command Battalion determines that an allegation, if true, would constitute a violation of this regulation, the commander will make an initial report to the Garrison Commander in the format at Appendix C. Allegations determined to be without substance based on clear information should still be reported, but may be reported in final format (Appendix D).

b. The Commander, Headquarters Command Battalion should ensure that the appropriate coordination and notification is made in addition to this report (e.g., Post Safety Office, Office of the Staff Judge Advocate (SJA), Provost Marshal's Office (PMO), Criminal Investigation Division (CID), Director of Civilian Personnel, chain of command or higher headquarters).

2-3. Investigating and Reporting.

a. The Commander, Headquarters Command Battalion will investigate allegations of trainee abuse and submit a report concerning the allegation to the Garrison Commander in the format at Appendix D. The report should be submitted within 14 days of notification of the allegation.

b. If the investigation cannot be concluded in 14 days, the Commander, Headquarters Command Battalion will provide an interim report within 14 days which outlines what additional investigation is required and provides an estimated completion date.

SAMPLE

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App A

APPENDIX A

I AM A SOLDIER

1. My basic obligations are:

- a. to follow orders to the best of my ability and as quickly as possible;
- b. to be on time for formations and duties;
- c. to put forth maximum effort in all training;
- d. to ask questions when instructions are not clear;
- e. to inform my drill sergeant of any problems that I may have which need attention;
- f. to respect the dignity, personal property and privacy of my fellow soldiers;
- g. to cooperate with my cadre and fellow soldiers;
- h. to be honest with my cadre and fellow soldiers;
- i. to secure and take care of my individual clothing and equipment;
- j. to keep myself and my barracks clean and neat;
- k. to speak in a respectful manner without using abusive and/or degrading language;
- l. to report to my chain of command any violations of my rights or other wrong doings of which I have knowledge; and
- m. to wear my uniform properly.

2. My basic rights:

- a. to be properly trained to perform my duties as a soldier;

SAMPLE

Poster 1757 dated 1 Mar 97

SAMPLE

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App A

- b. to be treated fairly and with respect -- the respect that all men and women deserve;
- c. to undergo no punishment which is degrading or harmful;
- d. to be rated on my performance and attitude, regardless of my religion, age, race or gender;
- e. to be spoken to without abusive or degrading language;
- f. to be informed of the standards that I must meet and my progress towards those standards;
- g. to discuss problems with my drill sergeants, first sergeant or commander;
- h. to talk to the Inspector General, Chaplain, legal counsel, elected government officials and my chain of command without fear of ridicule or harassment from my cadre or fellow soldiers;
- i. to report any incident(s) of mistreatment or abuse without fear of ridicule or harassment from my cadre or fellow soldiers; and,
- j. to go on sick call when necessary.

SAMPLE

SAMPLE

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App B

Appendix B

ANFB- (20-1e)

DATE

MEMORANDUM FOR TRAINEES

SUBJECT: Procedures for Presenting Complaints

1. Your chain of command serves you and the Army. Use this chain of command to assist you to solve your problem(s) or register a complaint. Your complaint or problem will be solved more quickly and simply by referring it to your chain of command:

- a. Your Drill Sergeant: _____.
- b. Your First Sergeant _____
- c. Your Company Commander: _____.

If you have seen all these people and still have a problem, you may call or see your Battalion Commander _____

2. If you are dissatisfied with the results achieved by your chain of command, or for some reason, you do not want to consult the chain of command, you have the right to bring your problem or complaint to the Inspector General (IG) located at 6015 5th Steet (building 1468), office hours are 0730 - 1630, and the phone number is 806-0088.

3. If your area of dissatisfaction relates to Equal Opportunity, you may contact the Equal Opportunity Office at 805-2288 or 5383. If your area of dissatisfaction relates to Sexual Harassment, you may call the Fort Belvoir Sexual Harassment Hotline at 805-2201.

4. If you wish to visit an IG during duty hours, obtain permission first from the appropriate commander to be absent from your duties. You may, however, call any time during the day or night. You may not be required to submit to an interview by anyone before registering a complaint.

SAMPLE

SAMPLE

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App B

5. Serious crimes or any situation in which there is a danger of loss of life, serious injury or damage to property may be reported directly to the military police (806-3104). You should also notify your chain of command as soon as possible.

Commander
Signature Block

SAMPLE

SAMPLE

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App C

Appendix C

ANFB- (350)

MEMORANDUM FOR Commander, USAGFB, Fort Belvoir,
Virginia 22060-6107

SUBJECT: Training Abuse Allegation -- Initial Report

1. Allegation of abuse: (summarize the allegation -- e.g., male private in basic training alleges his drill sergeant kicked his arm when trainee was doing push-ups).
2. Subject: Rank, Name, SSN, Unit, time on station and at present duty position.
3. Complainant: Rank, Name, SSN, Unit, time on station and at present duty position.
4. Circumstances: (insert the factual basis for the allegation).
5. The subject drill sergeant (has) (has not) been suspended from drill sergeant duties pending investigation.

Signature Block

CF:
ANFB-JA

SAMPLE

SAMPLE

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App D

Appendix D

ANFB- (350)

MEMORANDUM FOR Commander, USAGFB, Fort Belvoir,
Virginia 22060-6107

SUBJECT: Training Abuse Allegation -- Final Report

1. Allegation(s): (synopsis of allegation -- same or similar as the initial report).
2. Subject: (individual's information).
3. Finding(s): I have determined that the allegation is (founded) (unfounded). My reasons for this are (outline the findings of facts and the conclusions; include any statements, documents or any report of investigation).
4. Corrective Action Taken: (If the allegation is founded, outline what, if any, actions were taken, and provide the rationale for the action. If the subject is a drill sergeant and the allegation is founded, state whether or not the drill sergeant was removed from drill sergeant status).

Signature Block

CF:
ANFB-JA

SAMPLE

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Glossary
Abbreviations

AIT
Advanced Individual Training

BCT
Basic Combat Training

CID
Criminal Investigation Division

ELS
Entry Level Separation

FB
Fort Belvoir and Fort A.P. Hill

IET
Initial Entry Training

MP
Military Police

NCO
Noncommissioned Officers

SJA
Staff Judge Advocate

USAGFB
United States Army Garrison, Fort Belvoir

GLOSSARY