



DEPARTMENT OF THE ARMY  
HEADQUARTERS, XVIII AIRBORNE CORPS AND FORT BRAGG  
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FORT BRAGG NC 28310-5000

AFZA-CG

MAR - 5 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Overview of Commanding General's Policy Letters

1. As your Corps Commander and as the Fort Bragg Senior Commander, I owe you clear guidance, and my policy letters will help you better understand my intent on important topics that affect our Soldiers, Civilian employees, and Families. This overview is just that, an overview. This is not a policy and is no substitute for the policies, which I encourage everyone to read.

**2. Policy Letter #1: Trust, Teamwork, and Cohesion.** This policy emphasizes my commitment to building trust, teamwork, and cohesion within our Corps and Fort Bragg, and provides my intent regarding my open door policy, sexual harassment and assault response and prevention (SHARP), equal opportunity (EO), including EO complaint procedures, equal employment opportunity (EEO), and treatment of people.

a. *Open Door Policy.* This policy establishes my open door policy that permits Soldiers and Civilian employees to address concerns or issues with me directly. I do expect everyone to first try to address issues through their chain of command, and I reserve the right not to discuss issues involving ongoing formal review processes, such as adverse administrative proceedings. To schedule an appointment, contact the Secretary of the General Staff, my aide, my executive assistant, or the "CG's Hotline" at 910-396-2677.

b. *Sexual Harassment and Assault Response and Prevention Policy.* This policy provides my intent for the SHARP Program at Fort Bragg. It recognizes the obstacles we face as an Army as we combat sexual harassment and sexual assault and the steps we will take to defeat our common enemy. It emphasizes the need for commanders to adequately resource their SHARP programs.

c. *Equal Opportunity Program Policy.* I am committed to ensuring EO is a guiding principle of our military establishment. I will not tolerate any discrimination based on race, color, religion, sex, national origin, or sexual orientation. I will also not tolerate acts of hazing and bullying or other behaviors that undermine the dignity and respect of others. Commanders will act promptly on all reports of EO violations.

d. *Equal Opportunity Complaint Process Policy.* Leaders should handle all EO complaints by the lowest level of the chain of command. Upon receipt of an informal or a formal EO complaint, the commander will take the appropriate actions after consulting with their EO Advisor and unit legal representative.

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e. *Equal Employment Opportunity Policy.* I will not tolerate discrimination in any form towards Army Civilian employees, applicants for employment, and former Army Civilian employees. When sensitive issues or systemic problems arise, I expect prompt resolution at the lowest possible level in a manner that is both fair and equitable. Adherence to the principles of EEO exemplifies prudent leadership and is the right thing to do.

f. *Treatment of Persons Policy.* This command is committed to preventing and eliminating hazing and bullying. Commanders at all levels are responsible for eliminating hazing and bullying behavior within their formations. Victims of bullying, hazing, and maltreatment are encouraged to report incidents to their chain of command, to the Inspector General, or call the "CG's Hotline" at 910-396-2677.

**3. Policy Letter #2: Adverse Administrative Actions for Drug/Alcohol-Related Offenses, Withholding of Drug-Related Misconduct, and Senior Leader Misconduct Notification Requirements.** This policy only applies to Soldiers assigned or attached to the general court-martial convening authority (GCMCA) jurisdiction of the Fort Bragg Commander as outlined by the XVIII Airborne Corps and Fort Bragg Supplement 1 to AR 27-10. It does not apply to Soldiers assigned or attached to these GCMCAs on Fort Bragg: U.S. Army Forces Command, U.S. Army Reserve Command, Joint Special Operations Command, U.S. Army Special Operations Command, and 82nd Airborne Division. It contains important information on administrative actions and UCMJ withholding regarding alcohol and drug offenses. This policy also explains when notifications are required for senior leader misconduct and any associated withholding of authorities.

a. *Mandatory Initiation of Administration Separation for Use of Illicit Drugs.* I require subordinate commanders to initiate an administrative separation for a Soldier's illicit use of drugs. That said, I expect commanders to continue to exercise independent discretion in recommending or determining whether a Soldier should be retained or separated from the service.

b. *Mandatory Written Reprimand for a Driving under the Influence of Alcohol or Drugs.* Soldiers will receive a written reprimand, from a general officer, if they choose to drive under the influence of alcohol or drugs. A reprimand from a general officer often has long-lasting negative career implications.

c. *Initiation of Administration Separation for an Alcohol-Related Offense.* While not required, a commander may choose to initiate an administrative separation for a Soldier after one alcohol-related offense.

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d. *Drug-Related UCMJ Misconduct Withholding of Authority.* I withhold authority to dispose of drug-related misconduct through nonjudicial punishment under Article 15, UCMJ, to the summary court-martial convening authority, usually an O-5/LTC Battalion Commander, with jurisdiction over the suspected offender.

e. *Senior Leader Misconduct Notification and Withholding of Authority.*

(1) Regarding senior leaders (E-8 and above, and those serving in a 1SG billet), a special court-martial convening authority (SPCMCA), usually a Brigade Commander, will report any allegation of misconduct committed by these Soldiers and officers to me via e-mail (copying the DCG, CoS, and SJA) as soon as practicable, but NLT 24 hours.

(2) I withhold authority to dispose of all allegations of misconduct committed by a senior leader, including the authority to relieve or authorize the relief of a senior leader. A commander may always request in writing—via e-mail or formal memorandum—that I return jurisdiction for a particular case.

(a) I withhold authority, for example, to dispose of cases under Article 15, UCMJ, initiate administrative separations, issue letters of concern or reprimand, approve or disapprove findings and recommendations for any inquiry or investigations per Rule for Court-Martial (RCM) 303 and AR 15-6, and approve a relief for cause.

(b) Subordinate commanders, however, retain authority to conduct performance-based counseling, initiate and conduct (*but not finally approve*) an inquiry into senior leader misconduct per RCM 303 and AR 15-6, temporarily suspend Soldiers from duty positions, and prefer court-martial charges per RCM 307.

**4. Policy Letter #3: Command Response to Lost or Stolen Classified/Sensitive Items.** This policy only applies to the XVIII Airborne Corps Separate Brigade and the Headquarters and Headquarters Battalion Commanders. Upon discovery of the loss of accountability of classified or sensitive item(s), I expect unit commanders to direct a search after consulting with your unit's judge advocate, report the loss per Corps SIR/CCIR directives, and appropriately investigate. Commanders will establish unit policies consistent with this policy.

5. This memorandum is an overview of my Corps policies. If there is a conflict between this document and a policy letter, the policy letter is controlling.

6. I expect you to share this memo, including the enclosed policy letters, with your Soldiers and Civilian employees, including our new teammates as they arrive.

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7. The point of contact for this memorandum is the undersigned.

3 Encls

1. Policy #1: Trust, Teamwork, & Cohesion (w/6 encls)
2. Policy #2: UCMJ Withholding, Adverse Admin Actions, and Senior Leader Misconduct
3. Policy #3: CMD Response to Lost or Stolen Classified/Sensitive Items

  
MICHAEL E. KURILLA  
Lieutenant General, USA  
Commanding

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