



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING CENTER AND FORT JACKSON
2400 JACKSON BOULEVARD
FORT JACKSON, SOUTH CAROLINA 29207

ATZJ-CG

01 OCT 2025

MEMORANDUM FOR

Commanders, All Units Reporting Directly to U.S. Army Training Center and Fort Jackson

Commanders, Fort Jackson Partners in Excellence
Directors and Chiefs, Fort Jackson

SUBJECT: Fort Jackson Policy Memorandum #40 – Sexual Harassment Investigation and Appeal Process Policy

1. References:

a. Army Regulation (AR) 600-52 (Sexual Harassment/Assault Response and Prevention Program), 11 February 2025.

b. AR 15-6 (Procedures for Preliminary Inquiries, Administrative Investigations and Boards of Officers), 22 June 2025.

c. FRAGO 1 to EXORD 168 – 24 Establishment of Specially Trained Capability to Investigate Formal Sexual Harassment Complaints

2. General.

a. This policy is effective immediately. This policy will expire only when rescinded by the Commander, United States Army Training Center (ATC) and Fort Jackson, or a higher authority.

b. For purposes of this policy memorandum, the term "brigade commander" applies to all O-6 level commanders.

3. Appointment of Sexual Harassment Investigating Officers (SHIO).

a. Brigade commanders are responsible for maintaining a roster of investigating officers who are qualified to perform SHIO duties.

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b. Unless otherwise disqualified or exempted from SHIO duties by the Brigade Commander, all officers serving in the grade of O-3 through O-4 and DA Civilians serving in the grade of GS-12 through GS-13 are required to complete the Sexual Harassment Investigators course.

c. To serve as a qualified SHIO, personnel must be:

(1) Officers serving in the grade of O-3 and above or DA Civilians serving in the grade of GS-12 and above and

(2) Have successfully completed the Sexual Harassment Investigators Course.

d. Formal Complaint: SHIOs appointed to investigate sexual harassment allegations included in a formal complaint must be from outside of the company-sized unit of the subject and victim.

(1) Brigade commanders will identify a SHIO who is outside of the company-sized element of the subject of the complaint.

(2) If a brigade commander is unable to identify a SHIO from within their brigade within 24 hours of the incident report, the brigade commander will contact the Deputy Commanding Officer for assistance in identifying a SHIO from another brigade-sized element or separate command of the subject and victim.

e. Command Investigations: SHIOs appointed to investigate sexual harassment allegations disclosed to the command by means other than formal or anonymous reporting methods must be from outside of the company-sized unit of the subject and victim.

f. Anonymous Complaint: SHIOs appointed to investigate sexual harassment allegations included in an anonymous complaint will be appointed from outside of the brigade-sized element or separate command of the subject and victim.

(1) Where a SHIO must be from outside of the brigade-sized element, brigade commanders will coordinate among other brigades to identify a SHIO. If a brigade commander is unable to identify a SHIO from another brigade within 24 hours of the incident report, the brigade commander will contact the Deputy Commanding Officer for assistance in identifying a SHIO from another brigade-sized element or separate command of the subject and victim.

(2) Exceptions. Brigade commanders may request an exception to the requirement that anonymous complaints be investigated by SHIOs outside of the

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brigade-sized element or separate command of the subject and victim to the first General Officer in the chain of command. Requests for exception will be made to me in writing and will include a justification for the exception. The request for exception and approval of the exception must be included as an enclosure in the investigation.

g. The brigade commander will provide the name of the SHIO and the completed DA 7746 to the Office of the Staff Judge Advocate (OSJA) SHIO Appointment Order Request Mailbox at usarmy.jackson.mbx.atc-request-shio@army.mil.

h. Investigations into Sexual Harassment will be appointed within 48 hours of incident report date. If a commander identifies that this suspense will not be met, they will report the delay and reason for delay to the Deputy Commanding Officer.

i. Brigade Commanders must be prepared to provide an investigating officer in support of another brigade's request for anonymous complaints or rank limiting investigations.

4. Sexual Harassment Investigation Appeal Rights Notification.

a. Victims and subjects have the right to submit an appeal, in accordance with AR 600-52, paragraph 2-16.

b. Brigade commanders will notify victims and subjects of the outcome of investigations into sexual harassment allegations and of their right to appeal the outcome of the investigation. This notification will be conducted in writing and will summarize the relevant findings of the investigation, appeal process, and general guidelines for appeal matters. If there are additional findings unrelated to sexual harassment, those findings are not required to be included in the notice. Commanders will coordinate with their unit legal advisor to ensure summaries of findings are accurate and appropriate.

c. Brigade commanders will require victims and subjects to make elections for appeal in writing. Any Soldiers who elect to appeal (appellants) are required to submit any matters for appeal to the OSJA within 30 duty days of electing to appeal.

(1) Matters are considered submitted when they are submitted to the ATC FJ Administrative Law inbox at usarmy.jackson.mbx.ftj-adlaw@army.mil. The chain of command is responsible for facilitating the submission to the inbox by ensuring access to a computer, any level of the Soldier's chain of command for transmittal to the Appeal Authority. The chain of command will not delay the transmittal of the appeal to the Appeal Authority.

(2) Duty days are calculated based on standard work week and the ATC and Fort Jackson holiday schedule.

5. Appeal Process

a. Appellants are not required to speak with an attorney prior to making the decision to appeal or to complete their appeal matters. Appellants may seek legal advice. Subjects appealing the investigation may seek legal advice from Trial Defense Service. Victims appealing the investigation may seek legal advice from the ATC FJ Legal Assistance Office.

b. Appellants are not entitled to a redacted copy of the investigation for purposes of an appeal under AR 600-52. Pursuant to the Freedom of Information Act, appellants may request a copy of the investigative report, redacted as necessary to comply with Section 552a of Title 5, U.S.C., also known as the "Privacy Act of 1974" and any other applicable laws and regulations. The appeal timeline will not be delayed to accommodate FOIA request processing.

c. Appeal procedures under AR 600-52 will not be used to respond to any actions that are adverse or punitive in nature which have their own rebuttal/response process. This appeal is limited to an appeal of the investigation findings only.

d. Appellants may provide written matters in support of their appeal. Matters and supporting documents are not required to be typed and it will not be held against the appellant if they submit handwritten matters. If the appellant chooses to handwrite their matters, they should ensure their handwriting is neat and legible.

e. Matters may include:

- (1) a personal statement responding to the investigation outcome,
- (2) character statements from others who can speak on appellant's behalf,
- (3) additional evidence, or
- (4) any other relevant information that may impact the appeal.

f. Appellants may request appeal without submitting written matters for consideration. This option allows the appeal authority to conduct a new review of the existing evidence. Appellants may not appear before the appeal authority to present an appeal in person. Appellants who wish to submit an appeal without including additional matters for consideration by the appeal authority must submit a statement to that effect. This statement may be hand-written and may read as simply as "I elect to appeal this

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investigation. I do not wish to submit additional matters for consideration.”

g. Once complete, appellants will submit matters to the Office of the Staff Judge Advocate for review using the Administrative Law Mailbox at usarmy.jackson.mbx.ftj-adlaw@army.mil. The OSJA will acknowledge receipt of the appeal to the appellant and transmit the appeal for action.

h. Notification of actions taken on the appeal will be transmitted through the chain of command to both the victim and subject.

6. Second Appeal.

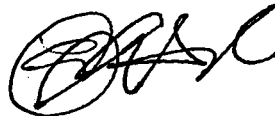
a. The victim and subject will be notified of their right to appeal the action taken in the first appeal.

b. The processing of the second appeal will follow the same guidelines and process for the first appeal, except that the OSJA will transmit the second appeal to the next higher General Court Martial Convening Authority’s legal advisor.

c. Action taken by the second appeal authority is the final appeal.

d. The second appeal authority will notify the victim and subject of the final decision, in accordance with their own Standard Operating Procedure (SOP).

7. The point of contact for this memorandum is the Staff Judge Advocate at (803) 751-2720.

A handwritten signature in black ink, appearing to read 'D. Hood', enclosed within a circular scribble.

DARYL O. HOOD
Major General, U.S. Army
Commanding