



DEPARTMENT OF THE ARMY
UNITED STATES ARMY ROTC CADET SUMMER TRAINING DETACHMENT
1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY 40121-5123

ATCC-ST

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Cadet Summer Training (CST24) Policy Memorandum 11 – Safe and Secure Environment Policy

1. References.

- a. Army Regulation 600-20, *Army Command Policy*, 24 July 2020.
- b. Manual for Courts Martial, 2019 Edition.
- c. Department of Defense Instruction 1304.33, *Protecting Against Inappropriate Relations During Recruiting and Entry-Level Training*, 28 January 2015.
- e. TRADOC Regulation 350-6, *Enlisted Initial Entry Training Policies and Administration*, 8 December 2022.
- f. 10 USC Sec. 4319, *Recruit Basic Training: Separate Housing for Male and Female Recruits*.
- g. 10 USC Sec. 4320, *Recruit Basic Training Privacy*.

2. Purpose. The intent of the safe and secure policy is to ensure that all persons assigned, attached, supporting, or participating in CST24 are afforded the opportunity to support or undergo CST24 in a safe environment.

3. Requirements and Policies.

a. Sexual Harassment, Fraternization, Inappropriate or Unprofessional Relationships, Bullying, and Hazing. This conduct is explicitly forbidden and prohibited. This conduct is contrary to the principles of the Army Profession and are punishable under the Uniform Code of Military Justice.

(1) Sexual Harassment is prohibited. For more information see CST24 Policy Memorandum 2.

(2) Fraternization and Inappropriate or Unprofessional Relationships are prohibited. For more information see 3.c. below and CST24 Policy Memorandum 6.

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(3) Bullying is any conduct whereby any person subject to this policy memorandum, and without proper authority, recklessly or intentionally causes another person subject to this policy memorandum to suffer or be exposed to any activity that is cruel, abusive, humiliating, oppressive, demeaning, or harmful behavior, which results in diminishing that person's dignity, position, or status. Bullying may include an abuse of authority. Bullying tactics include, but are not limited to, making threats, spreading rumors, social isolation, and attacking someone physically, verbally, or through the use of electronic media. Bullying is explicitly forbidden and may be punishable under the Uniform Code of Military Justice (UCMJ).

(4) Hazing is defined as any conduct whereby any person subject to this policy memorandum causes another to suffer, or be exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning, or harmful. Soliciting or coercing another to perpetrate any such activity is also considered hazing. Hazing need not involve physical contact; it can be verbal or psychological in nature. Actual or implied consent to acts of hazing does not eliminate the culpability of the perpetrator. Hazing includes may include playing abusive tricks, threatening, or offering violence or bodily harm to another, striking, branding, tattooing, any forced or coerced consumption of alcohol, drug, or tobacco product, or causing the harmful, excessive, or abusive consumption of liquid, food, or any other substance. Hazing is explicitly forbidden and may be punishable under the UCMJ.

b. Safe and Secure Requirements. In the garrison environment, each gender will have same gender sleeping areas, separate entrances to living areas/barracks rooms, and separate latrines. Gender separation by barracks is preferred as resources permit. All issues in this matter must be handled with dignity and respect.

(1) Fire guards, in addition to CQs and runners, will be utilized to the extent deemed necessary by the Task Force Commander to ensure safe living conditions in the event an alarm is not operational. The CST24 TOC must be alerted in the event that an alarm is out of order. When alarms are deemed inoperable, an emergency work order will be placed with the 24-hour S-4 number.

c. Cadre / Cadet Relationships: Any interaction between military members and Civilians assigned to or supporting CST24 and Cadets that is not required by the training mission is prohibited in accordance with references c thru f above.

d. Cadre and Cadets must be counseled and sign **DD Form 2982** (Trainer Prohibited Activities Acknowledgement) and **DD Form 2983** (Trainee Prohibited Activities Acknowledgement) upon in-processing to CST24 with clear command guidance that acknowledges their understanding and responsibilities that prohibit inappropriate behaviors and relations in accordance with references c through f. Ensure records (hardcopy or electronic) created and/or received in the course of doing Army business are maintained in accordance with AR 25-400-2.

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e. Military members, Cadets, and Civilians assigned, attached, supporting, or participating in CST24 are prohibited from communicating, "Friending" or requesting to be a "Friend", or equivalent personal actions on social media sites persons in such a way that violates this policy and the references. This prohibition applies to texting and taking photos or videos of Cadets while at CST. However, social media outlets/networking sites such as official unit- and program-sponsored pages directed at conveying official Army information, communications, or activities may be used for official/professional communication between military and civilian personnel subject to this policy and Cadets in training.

f. Military members and Civilians assigned, attached, supporting, or participating CST24 are prohibited from making or attempting to make physical contact with Cadets for any reason other than to make necessary training related corrections. Exceptions to this are where the safety of the Cadet is in question (for example, heat exhaustion, physical injury, etc.). Cadre members are not required to ask the Cadets' permission when making necessary corrections; however, effective trainers tell Cadets what they are going to do prior to doing it.

g. Military members and civilians assigned, attached, or supporting CST24 are prohibited from contacting family members of Cadets in any manner outside the performance of official duties.

h. Supervisory measures.

(1) NCOs of the same gender of the Cadet will supervise the barracks when Cadets are present, on bed rest, or authorized to be in the barracks throughout the day.

(2) Cadre will serve as CQ during sleeping hours in CST24. All permanent party cadre in the grade of E-5 and above may serve as CQ. A log is maintained on DA Form 1594 (Daily Staff Journal or Duty Officer's Log) for each CQ duty period.

(3) Two buddy teams (one team comprised of two male Cadets and one team comprised of two female Cadets) will serve as "runners" and maintain entrance security when the CQ conducts inspections with the opposite buddy team.

(4) One of the two buddy teams will serve as "runners" and maintain entrance security when the CQ conducts inspections.

(5) The other of the two buddy teams will continuously rove from the CQ desk throughout its Gender Specific area of responsibility only in order to maintain proper accountability of weapons and Cadets, acting as "fireguards" as directed in CST24 Policy Letter 13, Weapons Immersion Procedures. During this period of roving, Cadets will account for each weapon and annotate their findings with the CQ on the 1594.

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(6) Once the initial buddy team conducting roving duties completes the inspection of its gender specific area, the buddy team will rotate with the opposite buddy team. This will allow the opposite buddy team to account for the weapons and Cadets in its gender specific area.

(7) Duty officers and NCOs from the Task Force, Company, Regiment, and HQ will conduct, at a minimum, two checks prior to midnight and two checks after midnight IAW unit SOPs and policies.

(8) All CST24 Cadets will sleep in the Army Physical Fitness Uniform (APFU) shorts and shirts.

i. Field requirements for CST24.

(1) Gender-specific sleeping areas will be designated by cadre. Bivouac areas can be consolidated; sleeping areas in the field environment do not need to be gender specific (separate male/female tents). Since they are open areas, fire guards and roving guards are sufficient to mitigate the risk.

(2) Each area will have separate latrine areas that are clearly marked "Male" or "Female."

(3) Gender will not determine the occupation of fighting positions, security teams, or roving guards.

(4) Commanders are authorized to augment this physical security policy so long as the guidelines outlined above are followed.

4. Soldiers who violate the provisions of this memorandum may be subject to punishment under UCMJ, as well as adverse administrative action, including any mandatory initiation of separation actions. Civilian personnel who violate the provisions of this memorandum may be subject to administrative action, up to and including termination.

5. Point of contact for this memorandum is Mr. Shawn M. Bowers, Deputy G37, at 502-624-6258 and shawn.m.bowers.civ@army.mil .


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CST Commandant

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