



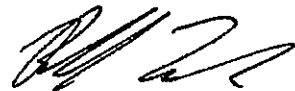
DEPARTMENT OF THE ARMY
DEPARTMENT OF MILITARY SCIENCE
SETON HALL UNIVERSITY
400 SOUTH ORANGE AVENUE
SOUTH ORANGE, NEW JERSEY 07079-2681

REPLY TO
ATTENTION OF:
ATCC-BBN-JSH

19 January 2016

US ARMY SETON HALL UNIVERSITY ROTC POLICY MEMORANDUMS

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MAJ, FA
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19 AUGUST 2016

MEMORANDUM FOR All DA Civilian, University Employees, Contractors, Soldiers, and Cadets of the Pirate Battalion

SUBJECT: Commander's Open Door Policy

1. Reference Army Regulation 600-20, Army Command Policy paragraph 2-2, 06 November 2014.
2. As the Director/PMS of Pirate Battalion ROTC, I am committed to addressing all of our organizational members' concerns that cannot be resolved through other channels. Although I am a strong advocate of using the chain of command and the supervisory chain to resolve issues arising in this organization, I am available to discuss any issue that requires my personal attention.
3. If your chain of command or supervisory chain is part of your concern and unable to resolve your concern to your satisfaction, do not hesitate to bring your concern to my attention.
4. I expect each supervisory level to make all attempts to receive, respond, and resolve their subordinates' needs. Also, my door is open to the supervisors who cannot resolve issues at their level.
5. I will strive to be accessible and approachable to all. Expect me to act in a manner appropriate to the given nature of the conversation. I will provide you my candid and honest perspectives. You can expect me to take appropriate actions if necessary.
6. To schedule an appointment, see the administrative assistant Ms. Gladden.
7. POC for this memorandum is the undersigned at russell.lemler@shu.edu or office number 973-313-6258.

A handwritten signature in black ink, appearing to read "R. Lemler".

RUSSELL P. LEMLER
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19 August 2016

MEMORANDUM FOR All DA Civilian, University Employees, Contractors, Soldiers, and Cadets of the Pirate Battalion

SUBJECT: Safety

1. Reference Army Regulation 385-10, Army Safety Program, 27 November 2013.
2. As the Director/PMS of Pirate Battalion ROTC, I want everything we do safely executed. We have the tremendous responsibility of preparing the next generation of leaders. We will accomplish this mission with the proper balance of tenacity, rigor, and safe execution with Risk Management (RM).
3. I have an important objective to ensure our Cadre and Cadets do not needlessly place themselves in risky situations. Safety requires deliberate consideration and integration in all aspects of training, classes, leisure, and off duty activities. Realistic training will never outweigh safety and unnecessary safety risks do not justify the loss of life, limb or eyesight.
4. Constant personnel changes, evolving policies, and organizational transformation, coupled with a population of exuberant, yet comparatively inexperienced, college students in our unit demand we pay strict attention to how we accomplish our daily tasks. We must assess the risks of our actions and then manage them to prevent unexpected and undesirable results. I will personally approve all training events where the risk is low to ensure we have mitigating actions. Brigade Commander will approve all moderate and high risk events.
5. I encourage employees to report workplace hazards and no employee will be subject to restraint, interference, coercion, discrimination, or reprisal for exercising their rights to report unsafe or unhealthful conditions. We train our Cadets to utilize the Army website for safety, <https://safety.army.mil/>
6. We will achieve a high degree of safety and mission effectiveness through systematic management of inherent mission risks. Employ the RM process to identify and manage risks to personnel, missions, operations, training, procedures, equipment, and the environment to avoid loss of life, personal injury or illness, property loss or damage, or environmental harm.
7. POC for this memorandum is aaron.beckman@shu.edu or office number 973-313-6252.


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19 August 2016

MEMORANDUM FOR All DA Civilian, University Employees, Contractors, Soldiers, and Cadets of the Pirate Battalion

SUBJECT: Equal Opportunity/Equal Employment Opportunity (EO/EEO) Programs

1. References:

- a. Army Regulation 600-20, Army Command Policy, paragraph 6-2, 06 November 2014.
- b. USAAC Regulation 600-1, Equal Opportunity Action Plan, 19 December 2007.
- c. Equal Employment Opportunity Commission Management Directive 715, Equal Employment Opportunity, 1 October 2003.
- d. Title VII of the Civil Rights Act of 1964 (Pub. L. 88-352), as amended in 42 U.S.C. §2000e, et seq.

2. The Pirate Battalion will not participate in any discriminatory practices. Our mission requires the essential elements of mutual trust and unit cohesion. We will achieve these elements when individuals are confident that fair treatment and respect for their capabilities exist.

3. I will provide equal opportunity and fair treatment for all in the Battalion without regard to age, race, color, religion, sex, national origin, genetic information or disability. I am equally committed to ensuring employees are not subjected to reprisal for engaging in protected EO/EEO activity or for opposing discrimination in the workplace.

4. Everyone in the Pirate Battalion has a duty for implementing EO/EEO policies as they are inherent parts of all personnel management policies, procedures, practices and actions that affect employment, assignments, promotions, training and professional development. I will promote EO/EEO programs combined with an effort to achieve a representative workforce by active participation in the identification and correction of barriers impeding the realization of equal opportunity in employment.

5. This Battalion will not participate in any discriminatory practices. Our mission requires the essential elements of mutual trust and unit cohesion. We will achieve these elements when individuals are confident that fair treatment and respect for their capabilities exist.

6. We must commit to treat each individual fairly, with dignity and respect. We can only successfully carry out our mission in such an environment.

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MEMORANDUM FOR All DA Civilian, University Employees, Contractors, Soldiers, and Cadets of the Pirate Battalion

SUBJECT: Equal Opportunity (EO) Complaint Procedures

1. Reference Army Regulation 600-20, Army Command Policy, Chapter 6 and Appendix C, 06 November 2014.

2. I want all in the Pirate Battalion to know that I am committed to ensuring their Equal Opportunity complaints will be addressed in a prompt and professional manner. The EO complaints processing system addresses complaints which allege discrimination or unfair treatment on the basis of race, color, religion, gender, or national origin. Any Pirate who believes they have been discriminated against has the right to file a complaint. Every Pirate has the additional right to thorough and expedient investigations of their grievances when they perceive an injustice, incident, or unfair treatment. The chain of command will ensure complainants and witnesses are protected from acts or threats of intimidation, harassment, or reprisal. I expect leaders at all levels to take appropriate action when presented with complaints.

3. Unlawful discrimination will not be practiced, condoned, or tolerated. If you believe you have an EO complaint, I recommend you inform your chain of command to provide them the first opportunity to resolve the issue. Although the processing of EO complaints through your chain of command is encouraged, it will not serve as the only channel available to resolve complaints. Other alternative agencies available to assist in resolving complaints include the Equal Opportunity Office, Chaplain, Inspector General, Staff Judge Advocate, Provost Marshal, Medical Agencies, and the University Equal Opportunity Office.

4. Any person wanting to file an EO complaint will immediately contact the Battalion EO Representative, SFC Julius Moore, at (973) 313-6257 or the Freedom BDE representative SFC Alfred Lanier at (609) 562-3153. Every leader at all levels will work to establish and sustain a healthy command climate.

5. POC for this memorandum is the undersigned at russell.lemler@shu.edu or office number 973-313-6258.

A handwritten signature in black ink, appearing to read "R. Lemler".

RUSSELL P. LEMLER
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19 August 2016

MEMORANDUM FOR All DA Civilian, University Employees, Contractors, Soldiers, and Cadets of the Pirate Battalion

SUBJECT: Prevention of Sexual Harassment and All Other Harassment

1. Reference Army Regulation 600-20, Army Command Policy, Chapter 7 and Appendix C, 06 November 2014.
2. Sexual harassment is unacceptable conduct and will not be tolerated within the Pirate Battalion. Such conduct is contrary to the excellence, professionalism, and values exemplified by and expected of Soldiers and Civilians. Sexual harassment destroys cohesion and is detrimental to our mission. Successful mission accomplishment can only be achieved in an environment that is free of sexual harassment.
3. The prevention of sexual harassment is the responsibility of every Soldier and Civilian within this command. I will not tolerate unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.
4. Any Pirate who believes they have been subjected to, or a witness of, workplace or discriminatory harassment have a duty to report the misconduct to an appropriate management official. Leaders and management officials will join me in ensuring that employees who report harassment are not subjected to reprisal for their protected activity.
5. Swift and fair complaint processing is the key to maintaining a healthy command climate. Every Pirate is encouraged to use their chain of command or supervision to resolve sexual harassment complaints. The Battalion's SHARP is CPT Eleanor Baldenweck (973) 761-9455. However, alternative agencies such as the Inspector General, Equal Opportunity Office, Provost Marshal, Chaplain, Staff Judge Advocate, Medical Agencies, and the University Office, are also available to assist.
6. I fully expect every Pirate to join me in confronting and eliminating all forms of workplace and discriminatory harassment. In doing so, we will create and maintain a workplace where everyone is treated professionally and with respect.

A handwritten signature in black ink, appearing to read "R. LEMLER".

RUSSELL P. LEMLER
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MEMORANDUM FOR All DA Civilian, University Employees, Contractors, Soldiers, and Cadets of the
Pirate Battalion

SUBJECT: Sexual Harassment-Assault Response and Prevention (SHARP)

1. References.

a. Army Regulation 600-20, Army Command Policy, Chapter 8, 06 November 2014.

b. Army Regulation 608-18, The Army Family Advocacy Program, 30 October 2007 with RAR
Dated: 13 September 2011.

2. Sexual assault is a violation of Army core values and standards and constitutes a criminal act. If a Soldier or DA civilian reports being the victim, or is alleged to be the perpetrator of a sexual assault, I will report the incident to the Criminal Investigation Command. In all other cases (Cadets/contractor or university employees), local law enforcement authorities are the appropriate agencies to handle such incidents. Victims must always be treated with dignity, fairness and respect. They should be encouraged to report the incident to appropriate authorities, get a medical examination and be provided information about available victim-assistance resources. Leaders will take an active role in eradicating sexual assault in the Army. The chain of command will provide a safe and secure environment to ensure victims know their concerns are being addressed while protecting the rights of the accused.

3. Sexual assault is defined as intentional sexual contact, characterized by use of force, physical threat or abuse of authority or when a victim does not or cannot consent. Sexual assault can occur without regard to gender or spousal relationship or age of victim. Prevention of sexual assault and responsiveness to victims requires an integrated effort by Commanders at all levels and cooperation between all agencies. Leaders will take an active role in ensuring victims of sexual assault are protected, treated with dignity and respect, provided support, advocacy and care.

4. Cadre and Cadets can contact CPT Eleanor Baldenweck (973) 761-9455, Battalion SHARP, if a sexual assault occurs. The SAPR program allows Soldiers (Title 10 only) who are sexually assaulted the option of restricted or unrestricted reporting.

a. Restricted reporting allows a sexual assault victim, on a confidential basis, to disclose the details of his/her assault to specifically identified individuals and receive medical treatment and counseling, without triggering the official investigative process.

b. Unrestricted reporting allows a Soldier who is sexually assaulted to request medical treatment, counseling and an official investigation of his/her allegation by using current reporting channels. Details regarding the incident will be limited to only those personnel who have a legitimate need to know.

5. All Soldiers and Cadre will attend and participate in unit level SAPR training annually. Training will be scenario based, using real life situations to demonstrate the entire cycle of reporting, response, and accountability procedures. Training should be inclusive of audience and group participation.



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MEMORANDUM FOR All DA Civilian, University Employees, Contractors, Soldiers, and Cadets of the Pirate Battalion

SUBJECT: Anti-hazing

1. References Army Regulation 600-20, Army Command Policy paragraph 4-19, 06 November 2014.
2. I am fully committed to the Army's policy of preventing and eliminating all forms of workplace harassment within our battalion. As we carry out our responsibility to maintain the highest standards of honesty, integrity and respect, I expect every Soldier, Civilian and Cadet to confront and eliminate such behaviors.
3. The Army is a values-based organization where everyone is expected to do what is right by treating all persons as they should be treated – with dignity and respect. Hazing, bullying, and other behaviors that undermine dignity and respect are fundamentally in opposition to our values and are prohibited. This paragraph is punitive. Soldiers who violate this policy may be subject to punishment under the UCMJ. Whether or not certain acts specifically violate the provisions of this paragraph, they may be inappropriate or violate relevant civilian personnel guidance.

a. Definition.

1) *Hazing.* Any conduct whereby a Servicemember or members regardless of service, rank, or position, and without proper authority, recklessly or intentionally causes a Servicemember to suffer or be exposed to any activity that is cruel, abusive, humiliating, oppressive, demeaning, or harmful. Soliciting or coercing another to participate in any such activity is also considered hazing. Hazing need not involve physical contact among or between military members or employees; it can be verbal or psychological in nature. Likewise, it need not be committed in the physical presence of the victim; it may be accomplished through written or phone messages, text messages, email, social media, or any other virtual or electronic medium. Actual or implied consent to acts of hazing does not eliminate the culpability of the perpetrator. Without outside intervention, hazing conduct typically stops at an identified end-point.

4. It is the duty of all individuals who believe they have been subjected to, or a witness of such behavior to immediately report the misconduct to an appropriate leader. Cadre and Cadet leaders will ensure that anyone who reports hazing are not subjected to reprisal for their protected activity.

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19 August 2016

MEMORANDUM FOR All DA Civilian, University Employees, Contractors, Soldiers, and Cadets of the Pirate Battalion

SUBJECT: Reasonable Accommodation

I. References.

a. The Rehabilitation Act of 1973 (Pub. L. 93-112), as amended, 29 United States Code § 791, et seq. The Americans with Disabilities Act of 1990 (Pub. L. 101-336), as amended, 42 United States Code § 12101, et seq., and Americans with Disabilities Act Amendments Act of 2008 (Pub. L. 110-325).

b. Equal Employment Opportunity Commission, Mgmt Directive 715, 1 Oct. 03.

c. AR 690-12, Equal Employment Opportunity and Affirmative Action, 4 March 1988.

2. In the Pirate Battalion, we promote a culture of diversity, tolerance and excellence by making every effort to support the reasonable accommodation requirements of the Rehabilitation Act of 1973, as amended. I expect all Pirate leaders and management officials to join me in demonstrating our commitment to equal opportunity by providing reasonable accommodations to qualified employees or applicants with disabilities, unless to do so would cause an undue hardship.

3. Pirate leaders and management officials will ensure that qualified individuals with disabilities are afforded every opportunity to compete for employment, awards and advancement. Where appropriate, in support of our efforts to achieve a representative workforce, special authorities will be used to expedite the hiring of veterans and individuals with disabilities.

4. I fully support the reasonable accommodation of individuals with disabilities within our U.S. Army Civilian Corps knowing that, in doing so we will attain a diverse workforce united by excellence and common service to the nation.

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19 August 2016

MEMORANDUM FOR All DA Civilian, University Employees, Contractors, Soldiers, and Cadets of the Pirate Battalion

SUBJECT: Preventing Suicide

1. References, DA PAM 600-24, Health Promotion, Risk Reduction, and Suicide Prevention, 17 Dec 2009.
2. Sustaining the health and well-being of our Soldiers, Department of the Army (DA) Civilians, Family members and Cadets is one of the most important responsibilities of leaders and personnel at all levels and directly impacts on unit readiness. Promotion of healthy lifestyles, reducing risk-seeking behavior, and preventing suicide are a priority for this command.
3. Suicide is the eleventh leading cause of death in the United States and the third leading cause of death for Active Duty Soldiers. In fact, one of the greatest challenges we may face on and off-campus is suicide prevention. Sometimes, circumstances such as financial problems and troubled relationships exhaust an individual's capacity to cope with the reality of life. Unfortunately, suicide is a permanent solution to a temporary problem in dealing with the crushing feelings of hopelessness. Persons contemplating suicide are often incapable of helping themselves. Therefore, we must do all we can to ensure that our Pirates get help they need.
4. Everyone in the Pirate Battalion is responsible for creating an environment that reduces the stigma of seeking help for behavioral health issues. On a daily basis, it is incumbent on all of us to be aware and recognize when someone may be at risk, and know we are all empowered to take appropriate action to save lives. Each of us is responsible for eliminating policies, procedures, and actions that inadvertently punish or discourage any Pirate from seeking help.
5. To this end, I charge everyone to ensure that no Pirate is belittled for requesting assistance from behavioral health professionals or social workers. Similarly, we must ensure civilian employees are encouraged to access available help. Leaders must utilize an extraordinary degree of discretion when identifying and sharing information regarding Pirates seeking help.
6. One life lost to suicide is one life too many. Suicide prevention spans the gamut from prevention to intervention to post-intervention. Each one of us has a personal role to play in preventing suicide. We will utilize committees, task forces, and work groups (such as the Community Health Promotion Council) to assist them in identifying trends. Annual training and refresher training provide information for intervention. There are numerous resources available for those who are in need of help. The Army's "ACE" (Act, Care, Escort) initiative reflects this command's perspective on caring for the Army's most vital resource - our Soldiers, DA Civilians, and Cadets.
7. The success of our Army's health promotion, risk reduction and suicide prevention program depends on the concentrated focus of leaders on activities that encompass the physical, behavioral, spiritual, social, and cultural dimensions in our commands. The total effect of a solid program will be an overall improvement in unit and organizational performance and readiness through enhanced individual wellbeing. A healthy unit is Army Strong.

A handwritten signature in black ink, appearing to read "R. P. LEMLER".

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19 August 2016

MEMORANDUM FOR All DA Civilian, University Employees, Contractors, Soldiers, and Cadets of the Pirate Battalion

SUBJECT: Substance Abuse

1. References.

- a. AR 600-85, The Army Substance Abuse Program (ASAP), 28 December 2012.
- b. AR 635-200, Active Duty Enlisted Administrative Separations, 06 June 2005 with RAR issue date 06 September 2011.
- c. Memorandum, HQ, TRADOC (ATBO-Z), 1 Jun 09, subject: Substance Abuse.
- d. Memorandum, US Army Accessions Command (ATAL-CG), 16 Jun 09, subject: The Army Substance Abuse Program.

2. I will refer any Pirate identified as substance abusers to the ASAP within five (5) duty days of receipt of notification. Substance abuse is inconsistent with Army Values and readiness.

3. Initiation of administrative separation is mandatory for all Soldiers involved in two (2) serious incidents of alcohol-related misconduct in a 12 month period, and for all Soldiers involved in illegal trafficking, distribution, possession, use, or sale of illegal drugs. Additionally, any Soldier who is convicted of DWI/DUI two (2) times during their career shall be initiated for administrative separation and can only be retained by the first general officer in the chain-of-command who has a judge advocate or legal advisor available.

4. Cadre will:

- a. Use the Army Values and Warrior Ethos to set the example for Soldiers in terms of not abusing drugs and alcohol and supporting the Army's Drug Testing Program.
- b. Educate, train, and motivate subordinates to create a climate that rejects substance abuse and reinforces positive individual and social activity on and off duty by conducting annual Prevention of Substance Abuse training.
- c. Observe individuals under their supervision and fully document evidence of substandard performance or misconduct, which may indicate substance abuse problems. When appropriate, refer subordinates to the commander or ASAP.

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19 August 2016

MEMORANDUM FOR All DA Civilian, University Employees, Contractors, Soldiers, and Cadets of the Pirate Battalion

SUBJECT: Motorcycle Safety and Accident Prevention

1. References.

- a. Army Regulation 385-10, chapter 11-7, The Army Safety Program, 27 November 2013.
- b. TRADOC Regulation 385-2, U.S. Army Training and Doctrine Command Safety Program.

2. This policy applies to all personnel assigned to the Pirate Battalion. Cadets are not bound by the same Army regulatory requirements, except when in a duty status; however, they are encouraged to adopt and comply with the policy addressed herein.

3. During the past 10 years, the Army has seen a significant increase in the number of motorcycle riders, and, with the increased number of riders, we have likewise seen a significant increase in the number of fatalities resulting from motorcycle accidents.

4. It is critical that we remain vigilant in our motorcycle accident prevention efforts. As part of our efforts, I want to engage and raise awareness through training and counseling, and encourage participation in motorcycle mentorship programs.

5. The Army's motorcycle training program requirements are progressive and sequential, and are outlined in AR 385-10. Established training requirements include successful completion of a Basic Rider Course (BRC) prior to operation of any motorcycle, on or off an installation. This training is further supplemented by the requirement to complete the Experienced Rider's Course or Military Sport Bike Rider Course, depending on the type of motorcycle operated, within 12 months of completing the Basic Rider Course.

6. In addition to established training programs, engaged leadership is key to our motorcycle accident prevention efforts. In an effort to enhance this engagement, every Pirate Leader is hereby required to identify and conduct face-to-face counseling with every motorcycle rider under their immediate supervision as part of their initial counseling. This will become an on-going process, with identification and counseling of motorcycle operators as part of initial counseling of newly assigned personnel, and NLT 31 March on an annual basis. As a minimum, counseling will include the following:

- a. Review of operator experience, operator's license (with motorcycle endorsement), Motorcycle Safety Foundation Card, proof of insurance, and vehicle registration.
- b. Discussion/review of motorcycle safety, hazards, and controls (e.g., requirements for personal protective equipment, on and off duty, effects of speed, alcohol and fatigue, equipment maintenance and condition, etc.).
- c. Review and completion of the TRADOC Statement for Motorcycle Operator Responsibilities and Individual Responsibilities as outlined in TRADOC Regulation 385-2, Para 8-4 and Appendix E.

7. Our program will be established with the nearest Army Installation with an established program designated by our Safety Officer, MAJ Ismael Soler. This program is our best mitigation strategy for reducing motorcycle losses.

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19 August 2016

MEMORANDUM FOR All DA Civilian, University Employees, Contractors, Soldiers, and Cadets of the Pirate Battalion

SUBJECT: Fraternalization

1. Reference. AR 600-20, Army Command Policy, chapter 4, dated 06 November 2014.
2. Fraternalization destroys a unit's cohesion by attacking its good order and discipline. I define fraternalization as Cadre-Cadet or Cadet-Cadet relationship that undermines the chain of command's trust and professionalism expected of all of us.
3. This policy applies to all personnel assigned, attached to, or employed by U.S. Army Cadet Command (USACC), to include Junior Reserve Officers' Training Corps (JROTC) personnel and Cadet Leadership.
4. In accordance with Chapter 4 of reference, fraternalization or unprofessional relationships are explicitly forbidden and may also violate local regulations. The provisions of this policy are punitive in nature and may result in judicial or non-judicial punishment under the provisions of the UCMJ and/or other adverse administrative action. Noncompliance with this policy may serve as grounds for adverse administrative action against DA civilian employees and Cadets. In addition, JROTC instructors may be decertified for violating this policy. Any contractors may be asked to replace their contractor employees if their employee violates this policy.
5. Such offenses are punishable under the Uniform Code of Military Justice (UCMJ). Unprofessional Cadre-Cadet or Cadet-Cadet relationships are prohibited and will not be tolerated.
6. The Cadre and Cadets located at the Reserve Officers' Training Corps (ROTC) and JROTC battalions represent the U.S. Army. Everyone's (inside or outside our battalion) observations of our Cadre and Cadets form their perceptions of the Army. Therefore, every Pirate will always exhibit professionalism that reflects favorably on themselves, this battalion, this University, and the U.S. Army.
7. Personal relationships with subordinates involved in the ROTC/JROTC program as participating, auditing, or conditional students are prohibited. Personal relationships with subordinates who have expressed a formal interest in the ROTC program by completing an enrollment or scholarship application are also prohibited. Prohibited personal relationships include, but are not limited to: any unofficial activity or relationship of an actual or apparent personal, romantic, or sexual nature such as dating, drinking together, gambling, socializing, or other direct personal contact, business relationships not including one-time transactions, i.e. buying a car.
8. Cadre members, including JROTC Cadre members/instructors, are bound by any provision of any college, university, or high school policy that is more stringent than the provisions of this memorandum. Except as provided for in this paragraph, supplementation or modification of this policy is prohibited.
9. All Cadre and Cadets will read, understand and sign acknowledgment of DD Form 2983, Recruit/Trainee Prohibited Activities Acknowledgement at least once at the beginning of every School Year.

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19 August 2016

MEMORANDUM FOR All DA Civilian, University Employees, Contractors, Soldiers, and Cadets of the Pirate Battalion

SUBJECT: Cadre Duty Hours and Attire

1. References:

- a. Title 5, Code of Federal Regulations, Parts 550 and 551
- b. 2d BDE Overtime (OT) and Compensation (comp) Time Standard Operation Procedure (SOP)

2. This memorandum establishes the expectations I have for our duty day and proper attire.

3. The normal duty day for our Pirate Soldiers is 0700-1630 on Monday, Wednesday, and Friday. 0900-1630 on Tuesday and Thursday. For our DA Civilians and University Employees, the duty day starts at 0830 hrs and ends in accordance with their contract to not exceed their maximum weekly hours.

4. DAC's will work 40 hour work weeks. Working beyond the prescribed 40 hour work week will not be granted without being compensated in the form of comp time or OT. Employees will not start work before 0700 or past 1730 unless OT or comp time has been approved which must be approved two weeks in advance.

5. If overtime is needed, the proper supervisor will seek the appropriate overtime approval authority to receive consent for working above and beyond the weekly allocated hours. For our DA Civilians, we will abide by 2nd Brigade Overtime and Compensation Time Standard Operating Procedure (SOP). We will contact our University Employees' time keeper to receive such approval.

6. We all represent the US Army and Seton Hall University. Our actions and appearance convey so much to our colleagues, Cadets, prospects and parents. We must present a professional appearance at all times. Our Soldiers will wear business attire when not in uniform. When Soldiers are interacting on official business with University officials, professional dress is required, either ASU, ACU, or business. Our DA Civilians and University Employees will wear appropriate business attire every day.

7. Business attire is defined as dress slacks, shirt with collars, dress shoes or loafers for men and the equivalent attire for women. Shorts, sandals, athletic shoes, tank tops, jeans and athletic sweat suits are NOT appropriate business attire. Adjustments may be made due to weather.

RUSSELL P. LEMLER
MAJ, FA
Professor of Military Science



DEPARTMENT OF THE ARMY
DEPARTMENT OF MILITARY SCIENCE
SETON HALL UNIVERSITY
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SOUTH ORANGE, NEW JERSEY 07079-2681

REPLY TO
ATTENTION OF:

ATCC-BBN-JSH

19 August 2016

MEMORANDUM FOR All DA Civilian, University Employees, Contractors, Soldiers, and Cadets of the Pirate Battalion

SUBJECT: Leaves/Passes/Vacation Days/Sick Days

1. No Cadre member should ever lose leave. This is a team effort between supervisor and subordinate in developing a leave schedule. Supervisors must ensure office is manned accordingly, and subordinates must plan leaves in advance so supervisor can adjust manning schedules.

2. The following procedure addresses leaves:

a. Soldiers will request leave on a DA Form 31 at least 14 days in advance unless emergency leave is requested. If traveling beyond 250 mile radius from Seton Hall University, the soldier will submit a Travel Risk Planning System (TRiPS) with the vehicle safety inspection sheet as outlined in 2nd Brigade Travel Policy and a Leave and Earning Statement (LES) with the leave form. Supervisors will sign appropriate recommendation of the leave request before sending it to the Human Resource Administrator (HRA) for my approval. The HRA will assign a control number to the request and return one copy to the Soldier.

1. Soldiers may start ordinary leave from their quarters or duty section by telephoning the HRA (during duty hours) or the answering machine (during non-duty hours) and give their name, SSN, rank, the date and time, and stating the reason for the call (signing out). The soldier will complete items 14a, b, and c of their INDIVIDUAL copy. Calling from any other location is unauthorized, and only the person named in block one of DA Form 31 may call. Friends, supervisors, and spouses are not authorized to call for the soldier.

2. Soldiers may end ordinary leave from their quarters or duty section by telephoning the HRA (during duty hours) or the answering machine (during non-duty hours) and give their name, SSN, rank, the date and time, and stating the reason for the call (signing in). The soldier will complete items 16a, b, and c of their INDIVIDUAL copy. Failing to sign in off leave, the soldier is not officially accounted for and will be charged leave until they sign in.

b. University Employees, DA Civilians, and Contractors will request leave at least 14 days in advance unless emergency leave is requested. Unlike soldiers, our civilians will follow their standard operating procedure. However, our civilian employees will submit TRiPS and vehicle safety inspection sheet to ensure their safety.

3. The following procedure addresses passes:

a. Passes are privileges awarded to deserving soldiers. As privileges, they may be denied, suspended, or revoked, as the commander or his representative deems necessary. A DA31 will be submitted with a TRiPS and safety vehicle inspection if leaving further than the 250 mile radius from Seton Hall University.

b. Three and four day passes are special privileges and are given as a reward for a job well done.

c. Three day passes will be given as follows: 1) Friday/Saturday/Sunday or 2) Saturday/Sunday/Monday.

d. Four day passes must include a minimum of two non-duty days and will not exceed 96 hours

4. Sick days will be treated different for our University Employees, DA Civilians, and Contractors. Medical or dental appointments are not automatic sick days. You must give your supervisor early notice for your appointments in advance. As a rule, you will claim these appointments as your vacation hours. This is different from appointments made due to an unexpected illness.

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19 August 2016

MEMORANDUM FOR All DA Civilian, University Employees, Contractors, Soldiers, and Cadets of the Pirate Battalion

SUBJECT: Cadre Evaluation Reports

1. References:

- a. AR 623-3, Evaluation Reporting System, 10 Nov 15.
- b. DA Pam 623-3, Evaluation Reporting System, 10 Nov 15.
- c. OER/NCOER Cadet Command Administrative Checklist, 6 Jan 10.

2. Submitting timely and accurate evaluation reports demonstrate the leader's responsibility to take care of Soldiers. Promotion and Selection Boards use evaluation reports as the primary tool to determine promotions and selections. Evaluation reports provide a leader an opportunity to ensure that Soldiers with the greatest potential excel in their military/civilian careers. All evaluation reports should be well written.

3. All Soldiers will receive their evaluation on the through date or prior to PCS/retirement or separation date for their signatures. All evaluation reports will be completed by the last day of the rating period. Evaluations that do not meet this suspense are considered late. All late evaluations will require a personal note from the leaders explaining why the report is late. The command goal is zero late evaluations. To ensure we meet this timeline, we will use MyForms on AKO to track and submit to HRC no later than 90 days past the through date.

4. To meet the aggressive timeline and ensure no late evaluations to HRC, the following documentations will be forwarded to the rater four weeks prior the through date: support forms, counseling, and PT Card.

5. For the Pirate Battalion, the table below shows the officer rating scheme which is due the first Friday each month to Brigade S1:

Rated Officer	Rater	Intermediate Rater	Senior Rater
PMS	Brigade Commander	None	Commanding General
APMS	PMS	None	Brigade Commander
ARNG APMS	PMS	State CoS	Brigade Commander

6. For the Pirate Battalion, the table below shows the NCO rating scheme which is due the first Friday each month to Brigade S1:

Rated Officer	Rater	Intermediate Rater	Reviewer
SMSI	PMS	None	Brigade Commander
MS Instructor	APMS	None	APMS

7. Our DA Civilians deserve the same attention as our soldiers when counseling, preparing and writing evaluations. Their evaluations will be due NLT 21 October of each year for review. The table below shows the rating scheme:

Rated Officer	Rater	Senior Rater
LOGTECH	Battalion XO	PMS
HRA	Battalion XO	PMS

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19 August 2016

MEMORANDUM FOR All DA Civilian, University Employees, Contractors, Soldiers, and Cadets of the Pirate Battalion

SUBJECT: GSA/Leased Vehicles Operating Guidance

1. DOD Directive 4500.36 directs GSA/Leased Vehicles are used only for official business. The vehicle provides the necessary transportation between our place of duty and place of official business. During the course of official travel, one may take the vehicle to an eating establishment (except at establishments where the sole source of income is attributed to the sale of alcohol). No one will take the GSA/Leased Vehicles to their place of residence.
2. Only properly trained soldiers/cadets will operate any GSA/Leased vehicles. A soldier/cadet must complete the Army Accident Avoidance Training Course every two years, Army 15-passenger Van Operators Course every two years, read the USACC Safe Operation of 15-Passenger Van Policy letter, possess a valid and current state driver's license and an OF 346 with listed vehicles licensed to operate. If driving with a trailer, operators will have on-hands training driving with a trailer and annotated on OF346.
3. When using the vehicle, the operator will properly dispatch the vehicle daily when used. Operator will park at the outer edges of the parking lot, well away from other vehicles. Each day prior to first use, operator conducts PMCS and a walk-around to identify any damage or obstacles close to the vehicle. Throughout the day, any time a new operator assumes responsibility for a vehicle, he/she will conduct a walk-around inspection to note any damage. The operator will always use a ground guide when backing vans, buses, trucks, or when there is limited visibility. The operator will ensure all windows are clean prior to operating vehicle and will not drive an overloaded vehicle. Drivers and occupants will not consume any alcoholic beverage and will not smoke tobacco products prior to or during operation of any government vehicle. Operators will return the vehicle in a clean status with a full tank if there is less than a half a tank.
4. Personnel will take all necessary precautions to secure and safeguard military equipment in the GSA/Leased vehicle. Personnel will never leave military equipment in the vehicle unattended or unsupervised. Always remember to secure all government equipment to prevent loss.

A handwritten signature in black ink, appearing to read "R. P. LEMLER".

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19 August 2016

MEMORANDUM FOR All DA Civilian, University Employees, Contractors, and Soldiers of the Pirate Battalion

SUBJECT: DA Civilian, University Employees, Contractors, and Military Service Members Enrolling and Registering for Academic Courses

1. Reference: AR 145-1, Senior Officers' Training Corps Program: Organization, Administration, and Training, dtd 12 July 1996
2. I fully support a cadre member's aspiration to pursue higher educational degrees. As a cadre member of the Seton Hall University Department of Military Science, you are able to apply for remission through the University Human Resource Department, where your tuition is at no cost to you as long as you comply with the Department of the Army and University procedures, rules and regulations. At a minimum, you must follow the following guidance:
 - a. Paragraph 2-16, AR 145-1 states, "Officer and enlisted personnel of ROTC instructor groups may enroll in courses offered by the institution when the courses will not interfere with the performance of their military duties. They should be encouraged to enroll in one of the disciplines listed as shortage discipline by HQDA. **Before personnel enroll in courses, they must obtain permission from the PMS.** For tuition assistance information, see AR 62 1-5.
 - b. This rule is applicable to the DA civilians, Contractors, and University employees in the Department as specified in each of your respective contract and/or agreement with DA, and/or University/union contract. In all cases, you must seek my approval before enrolling in courses.
 - c. You must complete 6 consecutive months with the Department and SHU before you are qualified for tuition remission.
 - d. In compliance with AR 145-1, you will submit the courses and class time/day schedule to me for my approval prior to you seeking remission and registering/enrolling for the courses. Use the attached memorandum to submit your request. Do not register for a class that meets during duty hours and interferes with your duties for the department (during the weekdays or weekends).
 - e. If you decide to withdraw from your course(s) and/or obtain an Incomplete grade, you must notify me immediately.
 - f. Your responsibilities and duties to the department will take priority over your academic requirements. I will consider on a case by case basis, unique classes that are infrequently offered or only offered once during the week and during duty hours. Otherwise, as a general rule, your classes will not conflict with your duty hours.
3. Every member of our Department should take advantage of the remission program Seton Hall University provides. This is a privilege which may be taken away from you if you abuse it by neglecting your duties or it negatively impacts on your performance and contribution to the Department.

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19 August 2016

MEMORANDUM FOR All Cadets of the Pirate Battalion

SUBJECT: Professional Military Education (PME) Requirements

1. References:

a. Cadet Command Regulation 145-3, Reserve Officers Training Corps Pre-commissioning Training and Leadership Development, dtd 29 OCT 98, revised 1 SEP 05

b. AR 350-13

2. In order to qualify for commissioning, Cadets must meet the PME requirement as specified in the references above. The PME requirement consists of four parts: baccalaureate degree; completion of MSL Advanced Course and LDAC; American Military History course, and a staff ride or battlefield tour.

a. You must meet all credit and grade requirements in fulfillment of your academic baccalaureate degree. You will submit to your advisor in the beginning of each semester a CC Form 104-R signed by your academic counselor. Your counselor's signature verifies your current and projected courses are aligned with your expected graduation date.

b. The basic ROTC courses are prerequisites to the Advanced Course and LDAC. This requirement is waivable as specified in the reference above. You must participate and complete the Advanced ROTC Courses (MSL 301, 302, 401, 402 and Leadership Labs) and the Leadership Development Assessment Course as these are not waivable.

c. You must complete and receive a passing grade in a Military History course. Currently Seton Hall University offers the following classes that meet the PME requirement for now but may change in the near future: HIST 2211 (World War I), HIST 2212 (World War II), HIST 2353 (Civil War and Reconstruction), HIST 2361 (From Wilson to FDR), HIST 2362 (American in Depression and War 1929-1945), HIST 2363 (Recent America - Since 1945), HIST 2370 (U.S. Diplomatic History I), HIST 2371 (U.S. Diplomatic History II) and HIST 2386 (American Military History). Cross enrolled students will request approval for comparable courses offered at their university.

d. You must participate in a military history staff ride or battlefield tour.

3. Effective 15 May 2006, the Commanding General, Cadet Command terminated the requirement to complete the Enhanced Skilled Training Program for all Cadets.

4. Do not delay in meeting PME requirements as it will affect your qualification for commissioning.

A handwritten signature in black ink, appearing to read "R. LEMLER".

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19 August 2016

MEMORANDUM FOR All DA Civilian, University Employees, Contractors, Military Service Members, and Cadets of the Department of Military Science and the Pirate Battalion

SUBJECT: Policy Guidance on Alcohol Consumption and Use of Tobacco

1. Both the Cadre and Cadets will refrain from alcohol consumption and tobacco use during duty hours (duty weekdays and duty weekends).
2. At no time will the Cadre and Cadets consume alcohol during the individual's assigned duty hours. On duty status is not necessarily related to uniform wear or the normal duty hours. On-duty status extends to any activity or event where Cadre or Cadets represent or may reasonably be presumed to represent the Pirate Battalion and the US Army. There will be no consumption of alcohol during the battalion social and military functions including Balls, award banquets and the dining-in. Cadre are not permitted to consume any alcohol in the presence of or within sight of Cadets.
3. Cadre are not permitted to smoke or otherwise use any tobacco products in the presence of or within sight of Cadets nor use tobacco during training. There is no smoking or tobacco use of any kind allowed in buildings or tent used as offices, workplaces, storage areas or training sites. Smoking is not allowed in bivouac or in billets during training.

A handwritten signature in black ink, appearing to read "R. P. LEMLER".

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19 August 2016

MEMORANDUM FOR All DA Civilian, University Employees, Contractors, Military Service Members, and Cadets of the Department of Military Science and the Pirate Battalion

SUBJECT: Weekly Meetings

1. Each week we will focus on specific administrative and operational areas. The topics we will need to prepare to discuss each week are as follows:

- a. 1st TUES of the Month: (Recruiting Operations Focused led by BN XO/ROO)
 - 1) Monthly Student Management Report
 - 2) Fidelity and Brigade Recruiting Report to include number of contacts made by each cadre.
 - 3) Battalion/Brigade Commissioning Forecasting System (BCFS) - Be able to discuss each of your Cadet's enrollment, contracting, admin, academic, personal, and training status.
- b. 2nd TUES of the Month: (Training and Operations Focused led by BN S3)
 - 1) Training Calendar
 - 2) LAB, FTX, and Special Event In Progress Review (IPR)
 - 3) Training the next six weeks to include training and logistics update
 - 4) CCIMS Training Status (i.e. Blue Card input, APFT/HT/WT input, etc.)
 - 5) Update on Cadre Certification and Mandatory Training
 - 6) Update on Recruiting Tasking
- c. 3rd TUES of the Month: (Personnel and Cadet Management led by BN XO/HRA)
 - 1) Status of Cadet Actions (Disenrollment, Finance/Pay, Scholarships, CAMS, DOBMER, Security Clearance, Accessions, etc.)
 - 2) Status of Cadre Actions (Award, OER, NCOER, Orders, Leave, etc.)
 - 3) Instructor provides Admin Status on their Cadet's 104R, class registration and CCIMS Update
 - 4) Update on Recruiting Tasking
- d. 4th TUES of the Month: (Training and Operations Focused led by BN S3)
 - 1) Training Calendar
 - 2) LAB, FTX, and Special Event In Progress Review (IPR)
 - 3) Training the next six weeks to include training and logistics update
 - 4) CCIMS Training Status (i.e. Blue Card input, APFT/HT/WT input, etc.)
 - 5) Update on Cadre Certification and Mandatory Training
 - 6) Update on Recruiting Tasking

2. We will also attend a Cadet Training Meeting in which the MS IV Chain of Command presents to the Cadre their plan for the LAB and other events. The SMI, BN S3, BN S4 and I must attend the meeting. Day and time will change each semester as the MS IV determine the best time to meet with us based on their class schedule.

3. We will adjust as changes occur.

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19 August 2016

MEMORANDUM FOR All DA Civilian, University Employees, Contractors, Soldiers, and Cadets of the Pirate Battalion

SUBJECT: Cadre-Cadet Communication

1. Cadre-Cadet interaction and communication must remain professional at all times. Perception of favoritism can destroy a unit's morale, discipline and good order.
2. Cadets can only contact the cadre on cadre's office phones. Cadre will not give their personal telephone numbers (home/cell) to cadets. The only exception to this is the Cadet Battalion Commander and Command Sergeant Major may have the PMS and SMSI personal contact information to communicate serious incidents involving cadets during non-duty hours. Otherwise, all communications goes through official business means.
3. When communicating with electronic mail, Cadre will only use their university or enterprise accounts to give to Cadets. Cadets will only use their university accounts to correspond with Cadre.
4. During office calls, Cadre will leave door open at all times when cadets are present or receiving additional instruction. The minimum requirement for any office call will be three people: 2 Cadre, 1 Cadet or 1 Cadre and 2 Cadets. Cadets will coordinate with Cadre to make office appointments. If Cadet is unable to reach Cadre, Cadets will contact the Executive Admin Assistant, Ms. Gladden, to schedule an office visit with the necessary Cadre member.

A handwritten signature in black ink, appearing to read "R. LEMLER".

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19 August 2016

MEMORANDUM FOR All DA Civilian, University Employees, Contractors, Soldiers, and Cadets of the Pirate Battalion

SUBJECT: Commander's Critical Information Requirements (CCIR) and Serious Incident Reports (SIR)

1. References:

- a. AR 190-45, Law Enforcement Reporting, paragraph 8-3, 30 MAR 07.
- b. TRADOC Regulation I-8, TRADOC Operations Reporting, 31 JAN 08.
- c. AR 608-18, Army Family Advocacy Program, 30 OCT 07.
- d. AR 600-8-1, Army Casualty Program, Chapter 5, 30 APR 07.
- e. USACC Regulation 190-4, Incident Reporting, 10 NOV 2010.

2. This policy establishes the Serious Incident Reports (SIRs) notification procedures for the Commander's Critical Information Requirements (CCIR).

3. The following table list the CCIR that require a SIR:

CCIR	Incident Type
Death of any Pirate Battalion member (Cadre, SROTC/JROTC Cadet, or immediate family)	Death
Serious injury threatening life, limb eye sight of Pirate Battalion member	Injury
Racial/ethnic motivated crime by any Pirate Battalion Member	Crime
Any incident, event or accident involving a Pirate Battalion member that could create a negative perception and media attention toward the Army	Media
Arrest of any Pirate Battalion member	Crime
Suicide attempt to include gestures or ideations by any Pirate Battalion member	Suicide

4. When a CCIR occurs, the chain of command will be notified telephonically within 1 hour of incident occurrence. A written SIR will follow the telephonic notification within two hours of incident occurrence with the 5W's (Who, What, When, Where, Why (How)).

5. All SIRs will be handled as For Official Use Only (FOUO).

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19 September 2016

MEMORANDUM FOR Cadets of the Pirate Battalion

SUBJECT: Suspension of Scholarship Benefits (**Administrative Suspension**)

1. References:

- a. CC PAM 145-4 Chapter 4,
- b. CC Reg 145-1 Chapter 9,
- c. CC PAM 145-1 Chapter 9

2. Administrative suspension is the **forfeiture** of scholarship benefits for Cadets not maintaining retention standards (e.g., academic/ROTC GPA, APFT and/or height failure, misconduct, etc.). Scholarship Cadets who fail to meet scholarship retention standards IAW their contract and regulations will have his or her scholarship benefits immediately suspended. While on an administrative suspension, the Cadet is required to continue participation in the ROTC program under the scholarship contract and will receive payment of subsistence allowance.

3. Administrative suspension will be for the following:

- a. Failure of the Army Physical Fitness Test (APFT) or height & weight standard
- b. Failure to maintain academic/ROTC standards (Cum GPA 2.5 Term).
- c. Failure to maintain full-time academic status as determined by the university.
- d. Progress toward a degree falls below that normally required for graduation at the scheduled time without sufficient cause or justification. (**NOTE:** *This should be verified in writing from the respective department head, student academic advisor or other comparable university representative.*)
- e. Misconduct (e.g., such as Minor in Possession of Alcohol, discrediting incidents with authorities, etc.).

4. The PMS will review and evaluate the Cadets overall performance at the end of each school term to determine whether to use administrative suspension. Cadets placed on administrative suspension during the end-of-term review/evaluation **will not** be authorized scholarship benefits for the following full term.

5. POC is Mr. Samayoa at (973) 313-6255 or email rene.samayoa@shu.edu.

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19 September 2016

MEMORANDUM FOR Cadets of the Pirate Battalion

SUBJECT: ROTC Enrollment Process

1. This policy establishes the procedure to enroll in the Pirate Battalion ROTC.
2. All prospects must schedule an informational session with Mr. Rene Samayoa, the Enrollment Officer, located in Mooney Hall, Room 413.
 - a. Each prospect must meet the following qualifications.
 1. Be a full time college student,
 2. Be a US citizen,
 3. Have a minimum GPA of 2.5 to enroll.
 - b. Each prospect must complete an ROTC Enrollment package. The enrollment package consists of the following:
 - Birth certificate (or naturalization papers)
 - social security card (or passport)
 - transcript (with SAT scores if High School)
 - DA Form 3425 Medical Fitness Statement. This form must be signed and stamped, with legible contact information, by the student's physician to ensure that no health issues are evident.
 - CC 104-R Cadet Academic Program Worksheet. This form must be filled out completely, with printed name and signature by student and academic advisor, and turned in to Mr. Samayoa no later than 30 September of each academic year.
3. Upon completion of the enrollment package, the Administrative Assistant confirms enrollment in the Seton Hall University system and the correct MSL class.
4. Prospect can draw equipment after all paperwork is complete and documents submitted. The Enrollment Assistant will email the prospect to schedule an appointment with the Supply Technician to receive equipment. The prospect will receive a confirmation email from the Supply Technician.
5. Cadets not attending Seton Hall University must request a parking pass since Seton Hall University is a pay-parking campus. Each Cadet may park free of charge for a designated period of time. The parking time allotment is printed on the ROTC parking pass. Participants must leave the campus within the allotted amount of time.

ATCC-BBN-JSH

SUBJECT: ROTC Enrollment Process

6. To receive a parking pass, each Cadet must submit name, vehicle description, license plate number, and home school ID card to the Administrative Assistant.

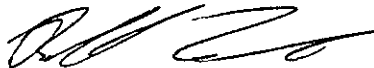
7. If a Cadet receives a ticket, the Cadet will pay the ticket at their expense.

8. Cadets must not enroll in other classes that conflict with ROTC courses. Participants should leave the entire Friday open for AROTC classes and training. The following lists the courses and times.

ROTC Schedule:

- 7:00 a.m. – 8:00 a.m. – PT (Monday, Tuesday, Wednesday, Thursday, Friday)
- 9:00 a.m. – 12:00 p.m. – lab (Friday)
- 1:00 p.m. – 4:00 p.m. – class (Friday)

9. The POC for this memo is Mr. Samayoa at (973) 313-6255 or email rene.samayoa@shu.edu.



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19 September 2016

MEMORANDUM FOR Cadets of the Pirate Battalion

SUBJECT: Program Departure

1. We acknowledge that ROTC may not suit everyone's desire. To disenroll, you will need to return all equipment and withdraw from class.
2. The following steps outline the procedure to disenroll from the program.
 - a. You must notify your instructor of your decision to leave the program.
 - b. Contact Ms. Jackson at (973) 313-6269 or email michele.jackson@shu.edu as soon as possible to make arrangements for equipment return, which should occur no longer than one week after seeing your instructor. After 10 business days, non-return of equipment will result in administrative hold placement on your transcripts and/or a government statement of charges held against you.
 - c. After all equipment has been returned, students should submit course withdrawal forms to Enrollment Services, which must be signed by the instructor. Instructors will **not** sign withdrawal forms if any equipment has not been returned. (see Ms. Gladden to obtain the proper forms to withdraw from the ROTC classes).
 - d. Before leaving the program, you must schedule an appointment to see the PMS for an Exit Interview. The PMS speaks to all of the students leaving to see why they are leaving and conduct an AAR to see if there is anything the program can do to improve.
3. The POC is Ms. Gladden at (973) 761-9446 or email angella.gladden@shu.edu.

A handwritten signature in black ink, appearing to read "R. LEMLER".

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