Summary of Changes

USMEPCOM Regulation 608-1, July 30, 2012
Personal Affairs
Wellness and Readiness Program

Major and administrative revisions have been made to this regulation and are highlighted in red text. Major revisions are identified below and throughout the regulation. Administrative revisions are not identified below but are identified throughout the regulation. Information that is obsolete and will be deleted is highlighted in red text with ~~strikethrough~~. It is highly recommended that this regulation be reviewed in its entirety to have a clear understanding of all revisions. Revisions made to this regulation are as follows:

Incorporating changes effective February 18, 2013

- Paragraph 3-4a(2): Removed

Changes previously implemented effective February 1, 2013

- Paragraph 8-2a(2): Removed

Changes previously implemented effective January 30, 2013

- Paragraph 1-4(e): Adds Battalion Commander Responsibilities.
- Paragraph 1-4(g): Adds requirement for MEPS Commanders to add Army Volunteer Corps Coordinator (AVCC).
- Paragraph 2-2: Adds new issue submission for Army Family Action Plan (AFAP).
- Chapter 3: Updates Readiness Support Group (RSG).
- Chapter 4: Updates Volunteer Management and incorporates Army Volunteer Management Information System.
- Paragraph 5-1(b): Clarifies development of Welcome Packets.
- Chapter 6: Adds Sexual Harassment/Assault Response Prevention Program.
- Chapter 7: Adds Civilian Wellness Program.
- Chapter 8: Adds Substance Abuse Prevention and Control Program.
- Appendix B: Updates Internal Control Evaluation Checklist.
- Appendix C: Adds Sample Welcome Folder Content.

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3091

*USMEPCOM Regulation
No. 608-1

July 30, 2012
Incorporating changes effective February 18, 2013

Effective: July 30, 2012

Personal Affairs
USMEPCOM WELLNESS AND READINESS (WR) PROGRAM

FOR THE COMMANDER:

OFFICIAL:

D. R. O'Brien
Deputy Commander/Chief of Staff

DAVIS.JEFFERSON.M.1082194629

J.M. Davis
USMEPCOM Publication Officer

DISTRIBUTION:
A (Electronic only publication)

Executive Summary. This regulation establishes policies and procedures for the United States Military Entrance Processing Command (USMEPCOM) Wellness and Readiness (WR) program.

Applicability. This regulation applies to military personnel and civilian employees assigned or attached to USMEPCOM.

Supplementation. Supplementation of this regulation is prohibited without prior approval from Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: J-1/MEHR-PRW, 2834 Green Bay Road, North Chicago, IL 60064-3091.

Suggested improvements. The proponent agency of this regulation is HQ USMEPCOM, ATTN: J-1/MEHR-PRW. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028, Recommended Changes to Publications and Blank Forms, or memorandum, to HQ USMEPCOM, ATTN: J-1/MEHR-PRW, 2834 Green Bay Road, North Chicago, IL 60064-3091.

Internal control process. This regulation contains internal control provisions and provides an internal control evaluation checklist, in Appendix B, for use in conducting internal controls.

---

*This regulation supersedes USMEPCOM Regulation 608-1, September 6, 2007.

Table of Contents (TOC)

	Paragraph	Page
Chapter 1		
General		
Purpose	1-1	1
References	1-2	1
Abbreviations	1-3	1
Responsibilities	1-4	1
Objectives	1-5	2
Initiatives	1-6	2
WR program participation and service delivery	1-7	3
Program publicity	1-8	3
Chapter 2		
Army Family Action Plan		
Purpose	2-1	4
Issue Submission	2-2	4
Issue Resolution	2-3	4
Chapter 3		
Readiness Support Group		
Purpose	3-1	5
Requirements	3-2	5
Funding support	3-3	5
Fundraising by RSG Informal funds	3-4	6
Chapter 4		
Volunteer Management		
Volunteerism	4-1	8
Purpose	4-2	8
Volunteers	4-3	8
Volunteer Management Information System (VMIS)	4-4	8
Volunteer Awards	4-5	9
Chapter 5		
Family Assistance Programs		
Relocation Readiness Program	5-1	10
Information and Referral Program	5-2	10
Family Advocacy Program	5-3	11
Exceptional Family Member Program	5-4	11
Recommended Resources	5-5	11
Chapter 6		
Sexual Harassment / Assault Response Prevention Program		
Purpose	6-1	12
Sexual Harassment Complaints	6-2	12
Sexual Assault Incident Response Time	6-3	12
SHARP Program Procedures	6-4	12
Civilian Employee and Applicant-Involved Sexual Assault	6-5	14
Restricted Line of Duty Determinations	6-6	14

Chapter 7	Paragraph	Page
Wellness Programs		
Purpose	7-1	15
Fitness Programs	7-2	15
Gym Membership	7-3	15
Employee Assistance Program	7-4	16
Global Assessment Tool	7-5	16
Chapter 8		
Substance Abuse Prevention and Control Program		
Purpose	8-1	18
Urinalysis and breathalyzer testing	8-2	19
Reporting Requirements	8-3	19
Appendixes		
A. References		20
B. Internal Control Evaluation Checklist		21
C. Sample Welcome Folder Content List		23
Glossary		24

Chapter 1
General

TOC

1-1. Purpose
This regulation provides guidance for the United States Military Entrance Processing Command (USMEPCOM) Wellness and Readiness (WR) Program for USMEPCOM employees and their family members.

1-2. References
References are listed in Appendix A.

1-3. Abbreviations
Abbreviations used in this regulation are explained in the glossary.

1-4. Responsibilities

a. Commander, USMEPCOM, will establish policy, guidance, and funding for the WR program.

b. Director J-1/MEHR, will establish recommendations for policy and budget and ensure coordination and integration of the USMEPCOM WR program.

c. Wellness and Readiness Branch will:

(1) Provide advice and assistance to the USMEPCOM Commander(s) on WR issues.

(2) Formulate policies and procedures.

(3) Ensure military and civilian employees and their family members are aware of the policies and programs contained in this regulation.

(4) Ensure services are developed based on HQ USMEPCOM, Sector, and MEPS-specific needs and mission requirements.

(5) Use existing resources, information, and services to the greatest extent possible. Ensure recommended services complement each other from Federal, State, and local civilian agencies and not for profit organizations.

(6) Provide assistance in developing training requirements and training for WR programs.

d. Sector Commander will:

(1) Ensure each MEPS has a viable and effective WR program in place.

(2) Promote understanding and visibility of the RSG.

(3) Ensure compliance with this regulation.

e. Battalion (BN) Commander will:

(1) Ensure each MEPS has a viable and effective WR program in place.

(2) Promote understanding and visibility of the RSG, as necessary.

f. MEPS Commander will: TOC

(1) Establish WR priorities and allocate resources to meet requirements.

(2) Monitor and evaluate RSG effectiveness on an annual basis using the Commander's Azimuth checklist.

(3) Maintain all documentation for supported RSG activities.

(4) Establish and maintain a working relationship between local military and civilian family support agencies.

(5) Complete the WR internal control assessment evaluation checklist on an annual basis IAW AR 600-20, Army Command Policy.

(6) Appoint an Army Volunteer Corps Coordinator (AVCC) to manage the MEPS volunteer program.

(7) Complete RSG appointment orders for the RSG Leader and RSG Treasurer.

(8) Provide administrative support, use of official mail, and reimbursement of incidental expenses under pre-approved circumstances for MEPS RSG volunteers.

(9) Provide workspace and administrative needs (such as paper, computer, e-mail, telephone, and copying service) to RSG volunteers.

(10) Promote understanding and visibility of WR programs.

(11) Ensure compliance with this regulation.

1-5. Objectives

The USMEPCOM WR program will:

a. Provide services that promote self-sufficiency, resiliency, stability, and readiness to all USMEPCOM military personnel, civilian employees and their family members.

b. Create an RSG at each MEPS, with MEPS personnel and family members actively involved in problem solving, instilling excellence, and pursuing personal growth and learning.

1-6. Initiatives

a. All leaders have a responsibility to support, encourage, and implement programs that improve the living and working environment of USMEPCOM military members, civilian employees, and their Family Members. This regulation consolidates the general program guidance that will aid USMEPCOM in developing and operating WR programs.

b. Sector, Battalion, and MEPS Commanders are encouraged to develop additional WR programs that meet the needs of their units. Requests to implement new programs, not prescribed in this regulation and suggestions to improve the quality of any WR program, may be sent to HQ USMEPCOM, ATTN: J-1/MEHR-PRW, 2834 Green Bay Road, North Chicago, IL 60064-3091.

1-7. WR program participation and service delivery TOC

a. Composition The WR program is composed of planned programs or activities that meet the needs and interests of USMEPCOM military personnel, civilian employees and their family members.

b. Participation Unless officially delegated, participation in WR programs by USMEPCOM military personnel, civilian employees and their family members is on an individual voluntary basis. WR activities are official unit activities.

c. Service delivery Deliver the services using the following programs/initiatives:

(1) Wellness and Readiness Symposium

(2) Readiness Support Group

(3) Volunteer Management

(4) Family Assistance Programs

(5) Sexual Harassment/Assault Response Prevention Program (SHARP)

(6) Civilian Wellness Program

(7) Substance Abuse Program

1-8. Program publicity

Publicize the WR program to make Commanders, staff, and all eligible participants aware of the services offered. Publicize using all available media (e.g., bulletin boards, newsletters, command information classes, Web sites, Social Media Sites, conference calls, teleconferencing, telephone trees, RSGs, and training conferences). Additional formats may be developed to enhance communication.

Chapter 2 **TOC**

Army Family Action Plan

2-1. Purpose

The Army Family Action Plan Program (AFAP) is implemented to provide forums for Military Members, Military retirees, DA Civilians, and family members to propose solutions for issues of well-being concern and orchestrate a management protocol for issue implementation and accountability that includes leadership direction and approval.

2-2. Issue Submission

There are two ways to submit an Army Family Action Plan (AFAP) issue:

a. Submit to USMEPCOM: Submit issues using USMEPCOM Form 608-1-7-E (Army Family Action Plan (AFAP) Program Issue Worksheet). Issues may be submitted to Wellness and Readiness via:

(1) Mail
Commander, USMEPCOM
ATTN: J-1/MEHR-PWR
2834 Green Bay Road
North Chicago, IL 60064-3091

(2) Email: HQ-J1-MHR-WR@mepcom.army.mil

(3) Fax: 847-688-4790.

b. Submit to Army: Submit issues online using Army OneSource at www.myarmyonesource.com. Through the AFAP Issue Management System, you can submit an issue, or you can search the online data base for active and closed AFAP issues.

2-3. Issue Resolution

Wellness and Readiness Branch (J-1/MEHR-PRW) will convene an AFAP working group, as needed, to work and resolve submitted issues. This may include the use of Video Teleconference (VTC), Defense Connect Online (DCO), SharePoint, and/or Temporary Duty (TDY) as necessary, to resolve AFAP issues at the appropriate level within USMEPCOM or forward to Department of the Army AFAP Program.

Chapter 3
Readiness Support Group

TOC

3-1. Purpose

The purpose of the USMEPCOM RSG organization is to provide mutual support and assistance, and a network of communications among the family members, the chain of command, and community resources. RSG's will assist Unit Commanders in meeting military and personal preparedness and enhance the family readiness of the unit's Military Members and families. They will also provide feedback to the command on the state of the unit "Family."

3-2. Requirements

Commanders will establish an RSG in which the basic goals include social support, communication system, and well-being activities. Sector Commanders, see paragraph 1-4d.

a. Assist with the collection of local information used for the welcome packet and/or the relocation information from Military Home Front: (http://www.militaryhomefront.dod.mil/).

b. Develop and publish quarterly official RSG newsletters and distribute to employees and their families.

c. Coordinate RSG activities on a quarterly basis at a minimum, ensuring all employees and family members are invited to participate.

d. Welcoming a new spouse is an official mission of the RSG. However, the RSG may not spend appropriated funds on a plaque or gift for the new or departing spouse(s).

3-3. Funding support

Authorized funding support falls into two categories: appropriated funds and informal funds (see AR 608-1, Army Community Service Center Appendix J).

a. Appropriated funds. There are several types of appropriated funds support to volunteers, with command planning and approval that can be provided. The following appropriated funds are authorized:

(1) Official mail. RSG volunteers are authorized to use official mail and e-mail. All mail must be for an official, mission-related purpose, and approved by the Commander. Official mail *will not* be used to send social items such as recipes, birth announcements, bowling league scores, or any information about revenue producing items or events.

(2) RSG newsletters. The RSG newsletter may contain official and unofficial information. Provided unofficial information does not exceed 20 percent of the printed spaced used for official information. It does not increase printing and mailing cost to the government. And it does not include personal wanted/for sale advertisements. Official information relates to command and mission-essential information that the Commander believes families should have to be better informed.

(3) Government facilities. RSG volunteers are authorized to use Government facilities while acting in a volunteer status, which includes dedicated office space, desk (or desk drawers if more than one volunteer uses the same desk), equipment, supplies, telephones, computer and internet access needed to accomplish their assigned duties on behalf of the RSG.

(4) Government vehicles. An RSG volunteer with a valid driver's license to operate a GOV while performing official volunteer duties as long as the authorization is included in the volunteer's position description.

(5) Invitational Travel Orders (ITOs). ITOs are not authorized for volunteers in their capacity as volunteers. However, ITOs can be authorized for volunteers performing a direct service for the Government. Volunteers may include subject-matter experts, consultants, and other advisors who must travel to confer with Government officials in connection with the performance of that service (e.g., symposia). ITOs may be issued for the purpose of giving or receiving training. Reimbursement can be made from appropriated funds, depending on command approval and availability.

(6) Reimbursement of incidental expenses. Commanders are authorized to use appropriated funds to reimburse RSG leaders and designated official volunteers for out-of-pocket costs like child care, telephone costs, and similar expenses. Procedures for reimbursement of incidental expenses are included in AR 608-1, Army Community Service Center. Reimbursements depend on command approval and availability of funds.

(7) Funding for awards. RSG volunteer awards and recognition, to include certificates and award frames are authorized to be purchased from appropriated funds for recognition of RSG volunteers.

b. RSG Informal Fund Standard Operating Procedures (SOPs). Commanders will approve an SOP that describes the support available for RSG mission activities and the procedures for the RSG leaders and volunteers to request support. RSG leaders must be familiar with the SOP and maintain the original copy in the RSG Continuity Binder. A sample SOP is included in Operation READY training materials.

c. Informal funds support. MEPS Commander may authorize their RSG to maintain one informal fund in accordance to AR 600-20, Army Command Policy. No more than one RSG informal fund should be authorized. Informal funds are private funds generated by RSG members that are used to benefit the RSG membership as a whole. FRG funds may not be deposited or mixed with appropriated funds, unit MWR funds, the unit's cup and flower funds, or any individual personal funds.

(1) MEPS Commander will sign a letter designating a fund custodian (treasurer) and an alternate. Fund custodian and alternate must not be the Unit Commander, a deployable Military Member, or the RSG leader. The fund custodian is responsible for informal fund custody, accounting and documentation.

(2) The informal fund custodian will provide informal fund reports to the MEPS Commander monthly and as requested. An annual report on the RSG informal fund activity will be provided to the Battalion Commander no later than 30 days after the end of the calendar year. The fund custodian will maintain the original copy of the approved annual budget in the RSG Continuity Binder.

(3) RSG Informal fund accounts may not exceed $10,000 at any one time.

(4) Unit Commander may establish a lower annual income cap.

(5) Operation of the RSG informal funds will be consistent with DoD values and DoD 5500.7-R, Joint Ethics Regulation (JER).

3-4. Fundraising by RSG Informal Funds

RSGs may not engage in external fundraising activity beyond the confines of what are described as on-post activities, off-post activities, and off-limit actions. Applicants and/or their Family Members will not be solicited to conduct fundraising. Conducting a fundraiser in an area frequented by applicants or their Family Members is considered nonverbal solicitation.

TOC

a. Policy. The JER authorizes RSG informal funds to conduct official fundraising among their own members or dependents and from other DoD personnel assigned to units located on the same installation or federal leased space as a USMEPCOM unit. Fundraising must be (1) for the RSG informal fund, as opposed to a private charity; and (2) approved by the Unit Commander and coordinated with the Commander with co-cognizance over the location of fundraising, if different from the organization area."

(1) Each fundraiser must be in support of a specific event.

~~(2) All fundraisers must be reviewed by MEJA prior to the event in accordance with USMEPCOM Regulation 27-2, Legal Services Ethics.~~

b. Unauthorized RSG fundraising activities

(1) As an official activity of the DoD, an RSG may not engage in external fundraising among personnel not affiliated with the DoD and may not solicit gifts and donations. However, in accordance with AR 1–100, Gifts and Donations and with the advice of MJA, Commanders and RSG leaders may, in response to an appropriate unsolicited inquiry, inform potential donors of the needs of the command in relation to assisting USMEPCOM Families.

(2) Applicants and their family members may not be solicited during an RSG fundraiser and that whenever possible fundraisers should be held in areas of the MEPS not frequented by applicants and family members. Prohibited fundraising practices include:

(a) Raffles. A Commander may approve a raffle, if consistent with state and local law, as long as it does not violate the prohibition against gambling in AR 600-29, Fund-Raising within The Department of the Army, paragraph 3-3, and the JER. To constitute gambling, an activity must 1) require payment of money or something of value; 2) to participate in a game of chance; 3) with the possibility of winning something of value as a prize. A raffle or drawing will not violate the anti-gambling provisions as long as 1) individuals are not required to make a donation in order to participate; and/or 3) the prize is of little or no value.

(b) Chain letters and pyramid schemes.

(c) Door-to-door solicitations.

(d) Any activity that is immoral, pornographic, illicit and/or casts a negative light on the military.

(e) Dispensing or acquiring controlled substances.

(f) Any activity involving Military Members in uniform.

(g) Any activity that competes with military Exchange Services and Morale, Welfare, and Recreation (MWR) facilities.

(h) Any activity on private property without proper permission.

(i) Any activity that violates a State or local ordinance.

(j) Any activity or product that is dangerous or unduly risky.

Chapter 4
Volunteer Management

TOC

4-1. Volunteerism
Volunteerism is a tradition within all Services. Volunteers play a particularly important role within USMEPCOM because of the unique difficulties employees and their Family Members may encounter. USMEPCOM volunteers will not receive any monetary reimbursement for voluntary service. Civilian employees who perform volunteer work must do so outside of normal working hours, volunteer during their lunch period, or take leave while performing their volunteer duties. USMEPCOM volunteers may volunteer within military organizations and their local communities for recognition purposes.

4-2. Purpose
To provide guidance for the management of WR volunteers. Management includes administration, supervision, and recognition of volunteers.

4-3. Volunteers
All appointed volunteers, unless otherwise directed, will have a position description. Volunteer categories are as follows:

a. Statutory. An appointed RSG volunteer (e.g., leader, co-leader, treasurer, secretary, newsletter editor, volunteer coordinator) is sanctioned as an official volunteer under Title 10, United States Code, section 1588, Voluntary Services in the DoD. This legislation allows USMEPCOM to accept volunteers in USMEPCOM WR programs. Officially sanctioned RSG volunteers are considered Federal employees for liability purposes arising from activities within the scope of their volunteer duties. They are authorized certain kinds of support and, where budgeted for and approved by the Commander, can have certain expenses that arise as a result of their volunteer service reimbursed with appropriated funds from the Commander's budget.

b. Gratuitous service. An individual who provides volunteer service to the command without any expectation of compensation, to include reimbursements of incidental expenses (such as child care) from APF or NAF. Gratuitous servants are not considered statutory volunteers under 10 USC 1588. Requests to accept gratuitous services must comply with all provisions of AR 608-1, Chapter 5, Section III and be approved in advance by the USMEPCOM Staff Judge Advocate.

4-4. Volunteer Management Information System (VMIS)
This system provides tools to manage volunteerism in your military community. VMIS provides online recruitment, storage of volunteer records (hours, positions, awards, training), roll-up of volunteer hours, easy and efficient communication with volunteers and volunteer managers through the Army OneSource portal. Volunteer service must be documented by the volunteer in VMIS and verified by the MEPS Army Volunteer Corps Coordinator (AVCC).

a. VMIS Regional Program Manager. J-1/MEHR-PRW

(1) Provides overall program management.

(2) Invites by email, authorizes, and manages MEPS AVCCs.

(3) Provides training for USMEPCOM AVCCs.

b. MEPS Commander

(1) Ensure an atmosphere promoting volunteerism exists within the MEPS.

(2) Appoint an AVCC in writing.

(3) Maintain a copy of the AVCC appointment letter on file and forward a copy to the VMIS program manager.

c. Army Volunteer Corps Coordinator (AVCC)

(1) Register for an account on Army OneSource at www.myarmyonesource.com

(2) Accept email invitation from VMIS program manager to become the MEPS AVCC

(3) Complete the online training located on Army OneSource and forward a copy of the completion certificate to the VMIS program manager

(4) Write and post volunteer position for the MEPS in VMIS

(5) Accept/decline applications for volunteer requesting volunteer position within the MEPS

(6) Certify volunteer hours (at least monthly)

(7) Assist volunteers, as needed, in using VMIS

d. Volunteer

(1) Register for an account on Army OneSource at www.myarmyonesource.com

(2) Apply for volunteer position listed in open position list for your MEPS

(3) Record volunteer hours in VMIS at completion of volunteer event (must be input each calendar month at a minimum)

4-5. Volunteer Awards

For procedures on processing awards and volunteer certificate preparation, see USMEPCOM Regulation 600-25, USMEPCOM Awards Program, Chapter 4.

Chapter 5
Family Assistance Programs

TOC

5-1. Relocation Readiness Program

The purpose of this program is to support USMEPCOM military members and civilian employees and their family members during incoming and outgoing relocations and/or emergencies. Relocation assistance includes the following:

a. Military Home Front Relocation information. A system that includes welcome information (http://www.militaryhomefront.dod.mil/). Military Community-Relocation information is updated on a quarterly basis. USMEPCOM may access relocation information to incoming/outgoing employees.

b. Welcome packet. Gaining Commanders are responsible for developing and providing welcome packets appropriate for their geographic location. Packets may be obtained from local Army Community Service offices, Air Force Family Service Centers, Navy/Marine Corps Family Service Centers, and through the local Chambers of Commerce. Sample Welcome packet content can be found in Appendix C, additional information can be found on MEPNET at Headquarters/J-1/MEHR/Special Programs Division/Wellness and Readiness Branch/Relocation link below:
https://mepnet.mepcom.army.mil/ui/User/Content/ViewList.aspx?idTrainingInitiative=854

5-2. Information and Referral Program

The purpose of the program is to provide relocation information and referral (e.g., schools, childcare, housing, medical, etc.) to USMEPCOM employees and their families. Commanders will ensure a current listing of civilian and military medical, human, and social service agencies are available to USMEPCOM employees and their family members. Resources may be obtained from the following agencies:

a. Primary agencies:

(1) Family centers.

(2) Military One Source.

(3) Employee Assistance Program.

b. Additional agencies (not inclusive):

(1) The American Red Cross.

(2) The American Legion and other Veteran Service Organizations (i.e., Veterans Administration (VA), Disabled American Veterans (DAV), and Veterans of Foreign War (VFW).

(3) Emergency services.

(4) Chaplains and counseling.

(5) Chamber of Commerce.

(6) United Services Organization.

(7) TRICARE.

(8) Servicing military installation family centers, family advocacy program, and sexual assault response coordinator.

5-3. Family Advocacy Program (FAP)
The purpose of these programs is to provide education and counseling specifically designed to address issues related to the prevention and treatment of domestic violence and sexual assault.

a. Commander, USMEPCOM, and Sector Commanders will follow local/installation guidance.

b. MEPS Commanders will complete Commanding Officers Domestic Violence Training within 45 days following assumption of command as well as annually thereafter. This training includes a discussion of the material contained in the Commander education program. (See AR 608-18, The Army Family Advocacy Program, para 3-2b) Training can be obtained through https://codvt.dod.mil.

c. MEPS Commanders will establish procedures with the servicing installation to ensure compliance with AR 608-18.

5-4. Exceptional Family Member Program
The purpose of this program is to assist USMEPCOM military members and civilian employees and their family members with special medical, housing, and/or educational services. The USMEPCOM employee will be referred to the appropriate agency. Exceptional Family Member Program personnel are available at military family centers or military treatment facilities.

5-5. Recommended Resources

a. Exceptional Family Member Program website http://myarmybenefits.us.army.mil/Home/Benefit_Library/Federal_Benefits_Page/Exceptional_Family_Member_Program_(EFMP)_.html.

b. TRICARE website http://www.tricare.mil.

c. Military OneSource website http://www.militaryonesource.com.

d. Relocation website http://www.militaryhomefront.DoD.mil.

e. Employee Assistance Program http://www.FOH4You.com.

TOC

Chapter 6
Sexual Harassment / Assault Response Prevention (SHARP) Program

6-1. Purpose
The purpose of this program is to prevent and eliminate sexual harassment and assault within our organization by providing procedures to establish a culture of prevention, response, and accountability that enhances the safety and well-being of all USMEPCOM personnel. This policy is applicable to all members of USMEPCOM except where it would contradict Department of Defense (DoD) or Army Policy.

6-2. Sexual Harassment Complaints
DoD Civilians sexual harassment complaints will be filed and processed through the Equal Employment Opportunity (EEO) Office. All military sexual harassment complaints will be filed and processed through the Equal Opportunity (EO) Office.

6-3. Sexual Assault Incident Report Time
In support of USMEPCOM's commitment to ensuring victims of sexual assault are protected, treated with dignity and respect, and provided support, advocacy and care, any member of the command who becomes aware of a sexual assault, should immediately (within 24 hours) report the sexual assault incident to a Victim Advocate (VA), the Sexual Assault Response Coordinator (SARC) or their supervisor

6-4. SHARP Program Procedures

a. Battalion Commanders will:

(1) Appoint a primary and alternate VA. A template for the Appointment Letter is located on the MEPNET at Headquarters > J-1/MEHR >Special Programs Division>J-1 Wellness and Readiness Branch>Sexual Harassment Assault Response Prevention (SHARP) at https://mepnet.mepcom.army.mil/ui/User/Content/ViewList.aspx?idTrainingInitiative=854 . Each VA will complete the SHARP 80 hour training and be credentialed before starting VA duties. VA's must meet minimum grade requirements:

(a) Officer: O-2 or W-2

(b) Enlisted: E-6

(c) Civilian: GS-09

(2) Post USMEPCOM Sexual Assault Victim Confidential Hotline flyers in all common areas of USMEPCOM facilities. A template for the flyer is located on the MEPNET at Headquarters > J-1/MEHR >Special Programs Division>J-1 Wellness and Readiness Branch>Sexual Harassment Assault Response Prevention (SHARP) at https://mepnet.mepcom.army.mil/ui/User/Content/ViewList.aspx?idTrainingInitiative=854

(3) Implement the SHARP Program under the provisions of AR 600-20, Army Command Policy and applicable All Army Activities Messages (ALARACT).

(4) Utilize the Station Advisory Reporting Network (STARNET) system to report Unrestricted Reports of sexual assault or rape, attempted or actual, of Military Members, DoD civilians and applicants. Minimal use of identifying information and description of the alleged incidents should be utilized to maintain victim's confidentiality when utilizing the STARNET.

(5) Not discuss information with UVAs, or other USMEPCOM personnel, that would violate a sexual assault victim's rights of confidentiality as prescribed in DoDI 6495.02, Sexual Assault Prevention and Response Program Procedures.

(6) Ensure all members of USMEPCOM are aware of their rights and responsibilities as they pertain to this policy.

(7) Ensure annual SHARP Training is completed for all Military Personnel and Civilian Employees.

b. MEPS Commanders will:

(1) Post USMEPCOM Sexual Assault Victim Confidential Hotline flyers in all common areas of USMEPCOM facilities. A template for the flyer is located on the MEPNET at Headquarters > J-1/MEHR >Special Programs Division>J-1 Wellness and Readiness Branch>Sexual Harassment Assault Response Prevention (SHARP) at https://mepnet.mepcom.army.mil/ui/User/Content/ViewList.aspx?idTrainingInitiative=854 .

(2) Utilize the Station Advisory Reporting Network (STARNET) system to report Unrestricted Reports of sexual assault or rape, attempted or actual, of Military Members, DoD civilians and applicants. Minimal use of identifying information and description of the alleged incidents should be utilized to maintain victim's confidentiality when utilizing the STARNET.

(3) Ensure all members of USMEPCOM are aware of their rights and responsibilities as they pertain to this policy.

(4) Ensure annual SHARP Training is completed for all Military Personnel and Civilian Employees.

(5) Not discuss information with VAs, or other USMEPCOM personnel, that would violate a sexual assault victim's rights of confidentiality as prescribed in DoDI 6495.02, Sexual Assault Prevention and Response Program Procedures.

c. Sexual Assault Response Coordinator (SARC). Performs duties as outlined in AR 600-20, Army Command Policy, Chapter 8, Sexual Assault Prevention and Response Program and USMEPCOM Policy Memorandum 6-11, Line of Duty Determinations for Victims of Sexual Assault, dated February 11, 2011.

d. Victim Advocate (VA) will:

(1) Complete SHARP 80 hour training before assuming VA duties.

(2) Report to the USMEPCOM SARC.

(3) Proactively maintain the confidentiality of a sexual assault victim to the fullest extent possible.

(4) Perform duties as outlined in AR 600-20, Army Command Policy Chapter 8, Sexual Assault Prevention and Response Program.

TOC

6-5. Civilian Employee and Applicant-Involved Sexual Assault.

a. Civilians employee or applicants indicating they have been a victim of sexual assault must be immediately referred to the local VA or USMEPCOM SARC for assistance.

b. VAs will provide support and assistance to the civilian employee or applicant in the immediacy, performing a warm hand-off to the local rape crisis center as soon as possible, but no later than the end of the duty day.

c. The local recruiting service Commander must be notified by the MEPS Commander using the most expedient measure available in all cases of applicants-involved in sexual assault.

d. Paperwork associated with the SHARP program will not be completed.

e. The VA will notify the SARC within 24 hours of becoming aware of the civilian employee or applicant-involved sexual assault.

f. A STARNET will be completed for civilian employee or applicant-involved sexual assaults.

g. No follow up is required by the VA once a warm hand-off to a rape crisis center is completed.

6-6. Restricted Line of Duty Determinations.
In accordance with the procedures outlined in AR 600-8-4, Line of Duty Policy, Procedures, and Investigations and USMEPCOM Policy Memorandum 6-11, Line of Duty Determinations for Victims of Sexual Assault, dated February 11, 2011, the VA will conduct a Line of Duty Determination for all restricted reports of sexual assault.

TOC

Chapter 7
Wellness Programs

7-1. Purpose
The aspects of physical health and wellness have direct implications on employee readiness. They encompass physical, behavioral, spiritual, and social dimensions and are positive actions, contributing to reduced health-related absences, increased productivity and improved morale. By taking a hands-on approach to healthy living and participating in the Employee Wellness Program, employees will be actively contributing to Army effectiveness and readiness.

7-2. Fitness Programs
Employees are encouraged to participate in physical fitness activities. By doing so this will enhance performance, minimize absenteeism and other health related problems, and strengthen USMEPCOMs ability to recruit and retain qualified employees.

(1) Employees may participate in physical fitness program and are authorized a total of 78 hours of duty time during their employment to participate in the fitness program. The 78 hours may be taken in increments up to 1½ hours per session for a total of no more than 3 hours per week limited to one time only.

(2) Employees may combine approved leave (annual and compensatory time) with their lunch period or may use flex time to create a work schedule to accommodate a fitness session during the duty day. Employees may combine the excused exercise time with the authorized ½ hour lunch for a total of 2 hours absence from the workplace or may use up to 1½ hours of the excused absence with approved annual leave for a longer absence. An employee may use up to 3 hours of duty time per week to participate in fitness programs. Supervisors are encouraged to allow maximum scheduling flexibility for these command-sponsored programs.

(3) Participants must have approval from their supervisors for an absence from the workplace during normal duty hours.

7-3. Gym Membership

a. Eligibility:

(1) Military personnel on active duty (Title 10) who are assigned to a unit that is located more than 10 miles from an active duty military installation may participate in the Gym Membership Program.

(2) Military personnel assigned to a MEPS that is located on a military installation, family members, of active duty military personnel. Department of the Army (DA) civilian employees, and government contractors are not eligible to participate in the Gym Membership Program.

b. Policy:

(1) Eligible military members may elect, as a unit to attend either a participating Armed Services Young Men's Christian Association (ASYMCA) gym or a private gym of their choice. All eligible military members must attend the same gym.

(2) Participating ASYMCA locations membership information, and program requirements are available through the ASYMCA website at http://www.asymca.org/.

TOC

(3) Private gym information may be obtained through local community resource (i.e. chamber of commerce, better business bureau, telephone directory, etc.).

(4) Eligible military members must visit the selected gym on at least eight separate days per calendar month each in order to maintain eligibility for renewal under this program.

(5) Commanders will ensure their military members are eligible for participation in the Gym Membership Program and that they are in compliance with this policy and the membership requirements of the selected gym.

(6) Gym membership approval authority is delegated to Sector Commanders. Membership should be purchased on a yearly basis when possible.

c. Purchase and Maintenance: Purchase and maintenance of fitness equipment is not authorized. Existing fitness equipment that reaches its life cycle will be disposed of IAW existing policies and procedures directed by J-8/MERM.

7-4. Employee Assistance Program

a. The Employee Assistance Program (EAP) is a confidential counseling and referral service available to assist employees and their families with successfully dealing with life's challenges.

b. EAP services are available to employees at no cost, as USMEPCOM has prepaid for these services. Generally, each employee and Family Member receives six cost-free sessions per case each.

c. Counseling and referral services are available 24 hours a day, seven days a week for confidential assistance with work, family, personal matters, legal, and financial issues.

d. EAP services can be obtained at:

(1) Commercial phone: (800) 222-0364

(2) TTY: (888) 262-7848

(3) Internet: http://www.FOH4you.com

7-5. Global Assessment Tool

a. The Global Assessment Tool (GAT), as part of the Army's Comprehensive Soldier Fitness program, provides a Soldier, their Family Members, and civilian employees with a baseline assessment in the four dimensions of strength: emotional, social, spiritual and family; and provides an opportunity to track self-development and growth in these areas over a period of time.

b. Answers to the GAT are not accessible to others nor are they meant to diagnose. The GAT provides immediate results that allow Soldiers, their Family Members, and civilian employees to identify their own personal strengths and weaknesses. Participants are able to immediately begin online training that will help them enhance their performance and build resilience through life-long learning. Results are linked to comprehensive resilience modules that provide tools to help a participant enhance their resilience skills in each of the four dimensions of strength.

TOC

c. Completing the GAT.

(1) Soldiers. Required to complete the GAT annually, unless directed otherwise by HQDA. They may retake the GAT after 90 days since last completion date.

(2) Family Members. May take the GAT at any time and may retake the GAT after 90 days since last completion date. The GAT is optional for Family Members.

(3) DA civilian employees. May take the GAT at any time and may retake the GAT after 90 days since last completion date. The GAT is optional for DA civilian employees.

d. The GAT is available on the Comprehensive Soldier Fitness website accessible through Army Knowledge Online at http://www.army.mil/csf/.

TOC

Chapter 8
Substance Abuse Prevention and Control Program

8-1. Purpose
The purpose of this program is to provide guidance for the identification, treatment, and rehabilitation of alcohol or other drug dependent persons in the Armed Services.

a. Wellness and Readiness Branch (J-1/MEHR-PRW) will:

(1) Manage and administer this program.

(2) Establish an education and awareness program throughout the command.

(3) Monitor minimum testing requirements throughout the command.

(4) Retain authorship relating to the program, including submitting Service-unique reports and forms.

b. Commanders at all levels will:

(1) Monitor the program within their activity and direct involvement in its application.

(2) Provide all personnel with education and training materials to discourage abuse.

(3) Maintain liaison with supporting installation and personnel centers, as required.

(4) Ensure a primary and alternate(s) Unit Prevention Leader (UPL) is appointed, in writing, at unit level.

c. Senior Enlisted Advisor will:

(1) Complete the Unit Prevention Leader (UPL) online course at http://pubssod1.acsap.hqda.pentagon.mil/sso/pages/index.jsp.

(2) Be appointed as the primary or alternate UPL. No previously identified substance abuser may be appointed any duty within this program.

(3) Provide the primary UPL with a roster of all assigned and attached military personnel upon announcement of a urinalysis or breathalyzer test. The roster must indicate authorized absentees and projected return dates or test dates.

d. Unit Prevention Leader(s) will:

(1) Complete the Unit Prevention Leader (UPL) online course at http://pubssod1.acsap.hqda.pentagon.mil/sso/pages/index.jsp.

(2) Primary and alternate(s) UPL will be appointed in writing and be in the grade of E-5 or above. No previously identified substance abuser may be appointed any duty within this program.

e. Observer(s) will:

(1) Be in the rank of E-5 and above.

(2) Be of the same gender as the person being tested.

(3) Possess sufficient maturity and integrity to preserve the dignity of the person being observed.

(4) Not be currently enrolled in any substance abuse program or currently under investigation for substance abuse related offenses.

(5) Follow protocol during urinalysis collection procedures as outlined in AR 600-85, Army Substance Abuse Program.

8-2. Urinalysis and breathalyzer testing

a. Urinalysis testing

(1) Each MEPS/HQ USMEPCOM will conduct a minimum of two unit sweeps and two random tests per fiscal year. Testing of all assigned and attached military personnel constitutes a unit sweep (100 percent tested). Personnel on leave, TDY, or otherwise absent on the day of a unit sweep or random test will be tested on the first duty day following the absence. Commanders are encouraged to test as often as desired but must complete the minimum each fiscal year.

~~(2) All military personnel returning from an absence of 5 calendar days or more will be administered a command directed urinalysis test on the first duty day following the absence. An absence for the purpose of this paragraph is defined as any duty status, combination of duty status' other than Present for Duty (PDY) that a Military Member is placed in for accountability purposes. Examples of duty status' other than PDY common to USMEPCOM are; Ordinary Leave (OLV), Convalescent Leave (CLV), Hospital (HOS), Confined in the hands of Civil Authorities (CCA), Confined in the hands of Military Authorities (CMA), and Absent Without Leave (AWOL).~~

(3) Only two laboratories are approved for the processing of urinalysis tests. No exceptions to policy will be granted. Any prior exceptions to policy are void. See AR 600-85, The Army Substance Program for additional mailing procedures. USMEPCOM approved drug testing laboratories are:

(4) U.S. Army Forensic Toxicology Drug Testing Laboratory, 2490 Wilson Street, Fort George G. Meade, MD 20755-5235.

(5) U.S. Army Forensic Toxicology Drug Testing Laboratory, Building 40, 3rd Floor, Tripler Army Medical Center, HI 96859-5000.

b. Breathalyzer testing**.** Each MEPS/HQ USMEPCOM is authorized to conduct unlimited probable cause individual breathalyzer testing on military personnel with probable cause. Commanders may also conduct unit sweep inspections as desired. A reading of 0.05 or higher is considered a preliminary positive. The most common use of the breathalyzer is when a supervisor or Commander has probable cause to believe a military Military Member is under the influence of alcohol (e.g., slurred speech, poor coordination, smell of alcohol on breath, etc.). Contact MEJA for further guidance and assistance.

8-3. Reporting requirements

MEPS Commanders will report all positive urinalysis drug test results and any drug and alcohol-related incidents involving military or civil authorities to J-1/MEHR-PRW immediately via the Station Advisory Reporting Network (STARNET).

TOC

Appendix A
References

Section I
Publications referenced in or related to this regulation

AR 215-1
Morale, Welfare, and Recreation Activities and Non-Appropriated Fund Instrumentalities

AR 600-20
Army Command Policy

AR 608-1
Army Community Service Center

AR 608-18
The Army Family Advocacy Program

AR 608-75
Exceptional Family Member Program (EFMP)

Joint Federal Travel Regulation, Volume I
Uniformed Military Members

Joint Travel Regulation, Volume II
Department of Defense Civilian Personnel

Section II
Forms referenced in or related to this regulation

DA Form 11-2-R
Internal Control Evaluation Certification Statement

USMEPCOM Form 608-1-7-E
Army Family Action Plan (AFAP) Program Issue Worksheet

Section III
Record Numbers/Disposition Instructions

For Record Numbers and Disposition Instructions, if applicable, contact your local Records Manager.

TOC

Appendix B
Internal Control Evaluation Checklist – Wellness and Readiness Program

B-1. Function
This checklist is for the evaluation of the USMEPCOM Wellness and Readiness (WR) Program

B-2. Purpose
This checklist will assist USMEPCOM (Commanders, Directors, Special Staff Officers, and supervisors) in evaluating key internal controls in the Wellness and Readiness Program process. It does not cover all the controls. The desired outcome is a sound well-maintained Wellness and Readiness Program.

B-3. Instructions
Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained. A corrective action plan must be indicated in the supporting documentation. The controls must be formally evaluated every 2 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R, Internal Control Evaluation Certification Statement.

B-4. Test questions

a. Program publicity

(1) Are ~~official newsletters printed on Government equipment,~~ quarterly newsletters being published and distributed by e-mail, and/or US mail service? (Paragraph. 3-2b)

~~b. Wellness Symposia~~

~~(1) Are global quality of life issues forwarded to Sector for consideration for the annual symposium? (Paragraph. 2-2a)~~

~~(2) Were there any family member delegates placed on ITOs to attend the annual symposium? (Paragraph. 2-3a)~~

b. Resources

(1) Is there an RSG Informal fund SOP established and kept in Continuity Binder? (Paragraph. 3-3b)

(2) Is the monthly informal fund account report initialed by the Commander and kept in the RSG Continuity Binder? (Paragraph. 3-3 (c)(2))

c. Volunteer management

(1) Do statutory volunteers have position descriptions established? (Paragraph. 4-3)

(2) Is an AVCC appointed in writing? (Paragraph 4-4b(2))

(3) Does the AVCC certify volunteer hours in VMIS at least once per month? (Paragraph 4-4c (6))

d. Family assistance programs

TOC

(1) Are Welcome Packets compiled with the required documents in Appendix B? (Paragraph 5-1b)

f. Sexual Harassment/ Assault Response Prevention (SHARP)

(1) Has a primary and alternate VA SHARP ~~the SEA~~ been placed on appointment orders as the UVA? (Paragraph 6-4a (1))

(2) Have sexual assault flyers been posted in all common areas of USMEPCOM facilities? (Paragraph 6-4a (2))

~~(3) Does the UVA have a UVA Handbook with all required documents (as outlined in Appendix C)? (Paragraph 6-3c (5))~~

g. Wellness Programs

(1) Have participants of the fitness program received supervisors approval before starting program? (Paragraph7-2(3))

(2) Have soldiers completed the GAT annually? (Paragraph 7-5c(1))

h. Substance Abuse Program

(1) Is a primary and alternate Unit Prevention Leader (UPL) appointed in writing and completed training? (Paragraph 8-1d)

(2) Are at least two random tests and two 100 percent unit sweeps completed annually? (Paragraph 8-2a(1))

(3) Are Military Members returning from an absence of 5 calendar days or more being administered a urinalysis test on the first duty day following returning to duty? (Paragraph 8-2a(2))

(4) Is only an approved forensic toxicology drug testing laboratory at Fort Meade or Tripler Army Medical Center being used to process urinalysis specimens? (Paragraph 8-2a(3))

(5) Does the Commander report all positive urinalysis drug test results? (Paragraph 8-3)

B-5. Comments
Submit comments on this inspection program to HQ USMEPCOM (J-1/MEHR-PWR).

B-6. DA Form 11-2-R (Internal Control Evaluation Certification Statement)
Use DA Form 11-2-R, Internal Control Evaluation Certification to document internal control evaluations.

TOC

Appendix C
Sample Welcome Folder Content List

C-1. Contents

a. USMEPCOM Commander Welcome Letter (download from MEPNET)

b. MEPS Commander Welcome Letter (Locally produced)

c. Childcare Resources

(1) National Association of Child Care Resources and Referral (NACCRRA)

(2) Child Care Aware

d. Apartment/Housing Guide

(1) Automated Housing Referral Network (AHRN)

e. Handbook Websites Document (download from MEPNET)

f. Local In processing Checklist (Military or Civilian as appropriate)

g. Newest Messenger Magazine

h. Local Chamber of Commerce Welcome Information

i. Information on Local Schools (Chamber of Commerce)

j. Information on Local Hospitals (Chamber of Commerce)

k. Local Area Map (Chamber of Commerce)

l. Employee Assistance Program

m. Military OneSource

n. If a Military Installation is:

(1) Within 50 miles – Provide Installation Directory (if more than 1 installation, only include directory for primary utilized)

(2) Within 15 miles – Provide Local Installation Childcare Information

TOC

Glossary

Section I
Abbreviations

ACS
Army Community Service

AFAP
Army Family Action Plan

AR
Army Regulation

CFS
Command Financial Specialist

DA
Department of the Army

DAV
Disabled American Veterans

EFMP
Exceptional Family Member Program

FAP
Family Advocacy Program

HQ USMEPCOM
Headquarters, United States Military Processing Command

IAW
In Accordance With

ITO
Invitational Travel Order

MEPS
Military Entrance Processing Station

***RSG**
Readiness Support Group

SARC
Sexual Assault Response Coordinator

---

*USMEPCOM-unique

TOC

SHARP
Sexual Harassment/Assault Prevention and Response Program

USMEPCOM
United States Military Entrance Processing Command

UVA
Unit Victim Advocate

VA
Veterans Administration

VFW
Veterans of Foreign Wars

***WR**
Wellness and Readiness

Section II
Terms

***Readiness Support Group (RSG)**
An RSG is an organization of personnel family members, and volunteers belonging to a USMEPCOM organization that provides mutual support for its members.

---

*USMEPCOM-unique