



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND  
2221 ADAMS AVENUE  
FORT LEE VIRGINIA 23801-2102

CASCOM POLICY 21-20

ATCL- CG (100)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Combined Arms Support Command Policy Letter- Army Suitability Program

1. References.

- a. Army Regulation (AR) 600-78, Army Suitability Program, 25 October 2018.
  - b. Army Directive 2018-16, Suitability Criteria for Military Personnel in Specified Positions, 08 November 2018.
2. Purpose. Revises the Army's criteria and procedures for determining suitability and taking suitability action regarding the selection, assignment, and retention of Soldiers for the following positions:

- a. Training cadre, Service School cadre and drill sergeants.
- b. Sexual Harassment/Assault Response and Prevention (SHARP) Professionals, and SHARP professionals and individuals holding authorized SHARP positions. Authorized SHARP positions are Program Managers (PMs), Sexual Assault Response Coordinators (SARCs), and SHARP Victims' Advocates (VAs).
- c. This policy applies to the Regular Army (RA), Army National Guard (ARNG)/ Army National Guard of the United States (ARNGUS), and the U.S. Army Reserve (USAR).

3. Responsibilities.

- a. CASCOM G1 will:
  - (1) Oversee the screening process to ensure compliance with all laws, regulations and policies.
  - (2) Distribute the format for the quarterly consolidated approved suitability appeals report within 30 days of the publication of this policy.

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b. Brigade-level commanders will initiate and coordinate local screening. The following organizations will screen or facilitate the screening of records and provide results to the requesting commander: Army Substance Use Disorder Clinical Care for Army Substance Abuse Training records, military treatment facility for medical records, installation security office for installation security records, Defense Information System for Security and Defense Central Index of Investigations, and installation directorate of emergency services for local file check.

c. Commanders will verify with local security managers that all personnel nominated to designated positions have a favorable Tier 3 (T3/T3R), or higher background investigation. Commanders will also complete all local screening requirements before submitting names for centralized screening. A T3/T3R is required for credentialing SHARP SARCs, VAs, and PMs and cannot be waived.

d. Commanders will check the U.S. Department of Justice National Sex Offender Public website (NSOPW) at <http://www.nsopw.gov>. In the event of a name or photo match, commanders are required to conduct a further investigation. If a name search indicted a potential match with a person serving in or nominated for designated position, the commander must communicate with the responsible jurisdiction or the local law enforcement agency where the offender resides, works, or attends school (as appropriate) to confirm the identity and information. No adverse action or suitability determination will be made based solely on information listed in the NSOPW.

e. Commanders will review the list provided by the NSOPW. If commanders are unable to conduct an exhaustive review of the NSOPW, they will note the reason(s) in the remarks on the screening criteria worksheet (AD 2018-16, encl 5).

f. Disqualification from a designated position is not an independent basis for disciplinary action. Commanders should consult with the serving Judge Advocate regarding the underlying misconduct.

4. Suitability Screening Criteria. For the purpose of this policy, "adverse information" is substantiated adverse finding, or conclusion from an officially documented investigation or inquiry, or any other credible information of an adverse nature. To be credible, the information must be resolved and supported by a preponderance of the evidence. To be adverse, the information must be derogatory, unfavorable, or of a nature that reflects clearly unacceptable conduct, integrity, or judgement on the part of the Soldier.

a. Type I offenses that result in a civilian or military criminal conviction or a finding of guilty in a field grade Article 15, Uniform Code of Military Justice proceeding are automatic disqualifiers for appointment to, or retention in, a designated position. Type I offenses have no expiration and the disqualification may not be appealed. Upon discovery of a Type I offense listed in enclosure 6 of AD 2018-16, as either a 1, 2, 3, or 7 Type I offense, commanders will coordinate with their command legal counsel to

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initiate elimination proceedings in accordance with applicable law, regulation, and policy. Information in the Soldier's record suggestive of a Type I offense that does not result in a criminal conviction or a finding of guilty in a field grade Article 15 proceeding will be treated as a Type II offense and reviewed by the approval authority.

b. Type II offenses meeting the definition of adverse information will also result in automatic disqualification for appointment to, or retention in, a designated position and are limited to those that occurred during the Soldier's military career. A disqualification determination based on a Type II offense may be appealed.

c. Type III offenses meeting the definition of adverse information and committed within 5 years of the date of a Soldier's nomination, unless otherwise stated, may be disqualifying for appointment to, or retention in, a designated position. An approval authority may favorably adjudicate a Type III offense. (*see enclosure 4 of AD 2018-16 for the list of approval authorities for Type III offenses*). A disqualification determination based on a Type III offense may be appealed.

#### 5. Rescreening Procedures.

a. Soldiers serving in designated positions will be rescreened every 3 years from the date of their initial assignment to the position. Commands must notify the applicable screening agencies listed in enclosure 3 at least 120 days before the expiration of a Soldier's current screening.

b. If a Soldier is reassigned within 3 years to a different designated position, the Soldier will not undergo a new screening.

c. Rescreening will search records for the 5 years preceding the rescreening if the Soldier remains assigned to the same position. Misconduct resulting in disqualifying information between screenings will subject a Soldier to suspension and potential disqualification from a designated position.

d. Commands will maintain their screening requirements documentation while the Soldier is serving in the command. If a Soldier is going to a new designated position requiring screening, the command will forward the screening documentation to the Soldier's gaining command (for example, a SHARP VA moving between commands).

#### 6. Appointing Authority Responsibilities.

a. The appointing authority must notify a Soldier, in writing, of disqualifying adverse information for Type I, Type II, or Type III offenses. The memorandum will include the basis of disqualification; the Soldier's right to military counsel or civilian counsel (at the Soldier's expense); the process for submitting rebuttal matters to dispute incorrect information; and the process for submitting an appeal, if authorized. The appointing

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authority must provide the Soldier with a copy of the disqualifying information or the name and address of the agency that reported the disqualifying information.

b. For the appointment of SHARP professionals, commanders must follow the screening procedures outlined in this policy. Once screening is complete, commanders must provide completed findings to their ACOM, ASCC, or DRU SHARP PM.

7. Reassignment and Reclassification. For those Soldiers whose suspension or removal requires reassignment (training and recruiting cadre), the commander must coordinate with HRC for reassignment, reclassification, or other personnel action pursuant to references m, n, or o of AD 2018-16.

8. For further guidance, refer to AD 2018-16. This policy remains in effect until superseded or rescinded.

9. The point of contact for this memorandum is CASCOM Enlisted Strength Manager, Katrice D. Wilson, [katrice.d.wilson.civ@mail.mil](mailto:katrice.d.wilson.civ@mail.mil), (804) 765-7008.

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1. Type 1, 2, & 3 and Reports of Unfavorable Information or Offenses
2. SOP for Drill Sergeant Removal

MARK T. SIMERLY  
Major General, U.S. Army  
Commanding

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