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US ARMY INSTALLATION MANAGEMENT COMMAND
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28 July 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 12 - Sexual Harassment/Assault Response and Prevention (SHARP)

1. **References.**

a. Army Regulation 600-52, Sexual Harassment/Assault Response and Prevention (SHARP) 10 February 2025.

b. Department of Defense Instruction 6495.01, Sexual Assault Prevention and Response (SAPR) Program, 23 January 2012 (Incorporating Change 5, 10 November 2021).

c. Department of Defense Instruction 6495.02, V1, Sexual Assault Prevention and Response Programs Procedures, 28 March 2013 (Incorporating Change 9, 18 March 2025).

d. Department of Defense Instruction 6495.02, V2. Sexual Assault Prevention and Response: Education and Training, 9 April 2021. Change1, 18 March 25.

e. Department of Defense Instruction 6495.02, V3. Sexual Assault Prevention and Response: Retaliation Response for Adult Sexual Assault Cases, 24 June 2022. (Incorporating Change 1, 26 July 2024).

f. Department of Defense Instruction 6495.03. Defense Sexual Assault Advocate Certification, (D-SAACP) 28 February 2020.

g. Department of Defense Instruction 6400.09. DoD Policy on Integrated Primary Prevention of Self-Directed Harm and Prohibited Abuse or Harm, 11 September 2020.

h. Department of Defense Instruction 6400.11. DoD Integrated Primary Prevention Policy for Prevention Workforce and Leaders 20 December 2022 (Incorporating Change 1, 4 April 2023).

i. Army Regulation 600-8-2, Suspension of Favorable Personnel Actions (FLAG) 5 April 2021.

j. Army Regulation 27-10, Military Justice, 8 January 2025.

k. Army Regulation 195-2, Criminal Investigation Activities, 21 July 2020.

l. Uniform Code of Military Justice Edition 2024.

m. Army Regulation 690-600 (Equal Employment Opportunity Discrimination Complaints0 6 February 2025.

2. **Purpose.**

a. To provide direction and intent for the United States Army Garrison Fort Belvoir Sexual Harassment/Assault Response and Prevention (SHARP) Program.

b. Sexual harassment (SH), Sexual Assault (SA), and associated retaliatory behaviors are unlawful, incompatible with Army values, and destroy the Army's ability to accomplish its mission. SH and SA dehumanize victims and degrade mission readiness by destroying trust and cohesiveness. We will not tolerate SH or SA.

c. I am committed to, and fully support, the SHARP program. I will treat every reported act of sexual harassment, sexual assault, and associated retaliatory behavior seriously by following Federal Law, Department of Defense (DoD) and army policy, and the provisions of this regulation. I expect commanders and leaders at all levels to create and maintain an environment conducive to preventing and eliminating sexual harassment and sexual assault. All personnel will support this policy by fostering a climate of dignity and respect. In accordance with AR 600-52, if any Soldier is charged with Sexual assault or harassment, Commanders will flag, restrain as appropriate, in accordance with AR 600-8-2, and suspend the Soldier's security clearance in accordance with AR 380-67.

3. **Applicability.**

a. This policy applies to all Service Members, Department of Defense Civilians (DoD), family members Soldiers assigned or attached to Fort Belvoir.

b. Department of Defense Civilians who are victims of sexual assault have the option to file either an unrestricted report of a restricted report using DD Form 2910-8 (Victim Reporting Preference Statement) and are eligible to receive victim advocacy services from SARCs and VAs. These services do not include expedited transfers, medical entitlements, or legal services unless otherwise authorized by law or policy.

c. All victims who contact SHARP professionals for assistance, regardless of their military status, will be given all the assistance, support and access to resources permitted by law and policy.

4. **Policy.**

a. Preventing sexual harassment and sexual assault is everyone's responsibility. The Department of Defense has demonstrated its commitment to preventing and eliminating both through written policies, communication, education, training, enforcement, and assessments. We must continue to focus our energy on ensuring that our service members and Civilians understand the importance of the DoD's policy on this issue. There is zero tolerance for sexual harassment and assault in this command.

b. Commanders, Leaders, and SHARP Professionals at all levels are responsible for the effective implementation of SHARP Policy and execution of the SHARP Program. Military and DA Civilian officials at all management levels will advocate for a strong SHARP Program and provide education and annual training that will enable Army personnel to prevent and appropriately respond to sexual assault and sexual harassment. Commanders and other leaders are responsible for their organizations' climates and the welfare of their personnel.

c. Commanders will ensure Soldiers, DoD Civilians, and Family members who request SHARP services from any Army agency receive a direct handoff to a SARC or VA.

5. **Sexual Assault.**

a. Sexual assault is a crime. Sexual assault is intentional sexual contact characterized by use of force, threats, or intimidation, or abuse of authority or when the victim does not or cannot consent. The term includes a broad category of sexual offenses consisting of the following specific Uniform Code of Military Justice (UCMJ) offenses: rape, sexual assault, aggravated sexual contact, abusive sexual contact, or attempts to commit these offenses. The Army will treat every reported sexual assault seriously by following proper guidelines. Mandatory reports of sexual assault include:

(1) All Commanders. Commanders are required to immediately report sexual assaults to the special agent-in-charge of the supporting United States Army Criminal Investigation Division (USACID) office.

(2) Anyone in the chain of command, including supervisors, first sergeants, and senior enlisted advisors (not required to be in the victim's chain of command).

(3) TRADOC instructors.

(4) Law enforcement, military police, and USACID agents.

(5) Military OneSource providers.

(6) Mandatory Reports have responsibility to report to IG, Law Enforcement, Commanders and SARC

b. Victims of sexual assaults will be briefed and given the option to speak with the Special Victim Counsel (SVC). Individuals who are sexually assaulted may seek confidential counsel from a chaplain or an SVC. The chaplain nor SVC cannot accept a report of a sexual offense, but can offer advice and counseling to the individual, including recommending that the individual report the incident a SARC or VA if the individual desires to file an official report.

c. How to report a Sexual Assault. Service members and their adult military dependents may report a restricted or unrestricted sexual assault incident to the Fort Belvoir SHARP 24/7 Helpline 703-740-7029 or the DoD SAFE Helpline at 877-995-5247, www.safehelpline.org.

d. Types of sexual assault reports:

(1) **Unrestricted Report.** To file an unrestricted report that will trigger a law enforcement investigation, notify your SARC, VA, chain of command, law enforcement, SJA, or healthcare provider, Chaplain.

(a) Service member and their family member that are 18 years or older enrolled in DEERS electing to make an unrestricted report of sexual assault using a DD Form 2910 (Victim Reporting Preference Statement) are eligible to receive victim advocacy services from Sexual Assault Response Coordinators (SARCs) and Sexual Harassment/Assault Response Program (SHARP) Victim Advocates (VAs) or Victim Representatives (VRs). These services include expedited transfers, Military Protective Order (MPO), Civilian Protective Order (CPO), Medical, Counseling Services and Legal Services. CATCH Program when the name of suspect is not known by law enforcement.

(b) DA Civilians electing to make an unrestricted report of sexual assault using a DD Form 2910 (Victim Reporting Preference Statement) are eligible to receive victim advocacy services from Sexual Assault Response Coordinators (SARCs) and Victim Advocates (VAs).These services **do not** include expedited transfers, Nonemergency medical services (follow up care) at a military medical treatment facility and legal services that laws unless the DA Civilian victim is otherwise legally entitled to the services authorize DA Civilians.

(2) **Restricted Report.** To file a restricted report that will remain confidential and will NOT trigger a law enforcement investigation, notify your SARC, VA, or healthcare provider.

(a) Service members and their family member that are 18 years or older and enrolled in DEERS are eligible to file a Restricted Report, at any time providing they did not personally report the sexual assault incident to law enforcement, to include Military Criminal Investigative Organizations (MCIO), and they did not previously elect to make an Unrestricted Report by signing a DD Form 2910, with a SARC or SAPR VA on the same sexual assault incident.

(b) Restricted reporting for Department of Defense Civilians. DA Civilians are authorized to file a restricted report of adult sexual assault with the Army pursuant to the provisions of this regulation.

(c) Brigade or equivalent- Level SARCs and SHARP VAs will NOT inform their chain of command of restricted reports.

(3) **Catch a Serial Offender (CATCH).** Program allows an eligible adult sexual assault victim to submit an anonymous entry into the CATCH system to discover if the suspect in the victim's report may have assaulted another person (i.e., a "match" in the CATCH website):

(a) Participation in the CATCH Program is voluntary and allows an eligible adult sexual assault victim to submit an anonymous entry into the CATCH database to discover, if the suspect in their report may have also assaulted another person (a "potential match" in the CATCH database), and having that knowledge, decide whether to participate in an investigation of the serial offender suspect. Eligible adult sexual assault victims include.

(b) Those who file, or have already filed, a Restricted Report with a DD Form 2910. If notified of a potential match, the Restricted Reporting victim can decide whether to convert to Unrestricted and participate in the investigation. The Restricted Report will not be converted based on the information provided to the CATCH Program without the victim's written permission on a revised DD Form 2910.

(c) Those who file, or have already filed, an Unrestricted Report with a DD Form 2910 and the identity of their suspect was not disclosed by the victim or uncovered by law enforcement to include MCIOs (e.g., third-party report with no suspect identification). If notified of a potential match, the Unrestricted Reporting victim can decide whether he or she now wants to participate in the investigation.

(4) **Timelines.**

(a) For unrestricted reports the unit Commanders will report information concerning the sexual assault by providing all obtained information to the Military District of Washington Commanding General, Fort Belvoir Supervisory SARC and MDW Lead SARC within 24 hours of the incident.

(b) A SARC will ensure all unrestricted reports are reported to the brigade commander and CID as soon as possible following the signing of the DD Form 2910. Note*: Medical care and immediate safety/crisis intervention are priorities.

(c) The brigade or equivalent SARC will ensure all restricted reports are reported to the MDW CG via the Supervisory SARC. When providing the notification, provide only non-identifying information to preserve the victim's anonymity. Information such as rank, gender, age, race, and service component, and time/location of incident may be omitted. Careful consideration of which details to include is of particular

significance in units where there are a limited number of members of a given demographic group.

(d) All restricted and unrestricted reports will be entered into the Defense Sexual Assault Incident Database (DSAID) within 48 hours of receiving the report.

6. **Sexual Harassment.**

a. Sexual Harassment is conduct that involves unwelcome sexual advances, requests for sexual favors, and deliberate or repeated offensive comments or gestures of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive environment; and is so severe or pervasive that a reasonable person would perceive, and the victim does perceive, the environment as hostile or offensive:

(1) Any use or condonation, by any person in a supervisory or command position, of any form of sexual behavior to control, influence, or affect the career, pay or job of a member of the Armed Forces or a Civilian employee of the Department of Defense.

(2) Any deliberate or repeated unwelcome verbal comments or gestures of a sexual nature by any member of the Armed Forces or civilian employee of the DoD.

(3) There is no requirement for concrete psychological harm to the complainant for behavior to constitute sexual harassment. Behavior is sufficient to constitute sexual harassment if it is so severe or pervasive that a reasonable person would perceive, and the complainant does perceive, the environment as hostile or offensive.

(4) Sexual harassment can occur through electronic communications, including social media, other forms of communication, and in person.

(5) The use of disparaging and/or sexualized terms may contribute to an unlawful hostile environment and thus will not be tolerated. Leaders at all levels will protect their teams against sexual harassment and proactively ensure that their environments are free from all forms of sexual harassment.

(6) Sexual harassment is punishable under UCMJ Article 134, UCMJ Article 92, and provisions of AR 600-52.

(7) Mandatory reports of sexual harassment include the same individuals identified under para. 5a of this policy letter.

b. **How to report a Sexual Harassment.** Service members and their adult military dependents may report an Informal, Formal or Anonymous sexual harassment complaint to the SHARP hotlines. DA civilians, former employees, or applicants seeking employment, and certain contract employees may report Sexual harassment to the

Equal Opportunity complaint (EEO) in accordance with AR 690-600 (Equal Employment Opportunity Discrimination Complaints). Details for military personnel filing a complaint are found in AR 600-20 (Army Command Policy). Details for military personnel filing a complaint are found in AR 600-52.

(1) Request for direct intervention. A Soldier may make a request for direct intervention, if the desired remedy for the aggrieving behavior can be achieved by peer intervention, counseling, or training. Requests for direct intervention will be made only to those individuals who are not in a supervisory or command position.

Direct intervention cannot be used in physical contact, quid pro quo or if the subject is the supervisor.

(2) Confidential reporting. A confidential report allows the victims' services and assistance from the SARC and VA. This option does not allow a SHARP professional to confront the subject or resolve the sexual harassment.

c. Two types of sexual harassment complaints:

(1) **Anonymous** complaint is defined as a report of sexual harassment, regardless of the means of transmission, from an unknown/unidentified source. The individual reporting the information is not required to divulge any PII. The anonymous report can be submitted by any means from an unidentified complainant. Actions taken regarding anonymous complaints will depend upon the extent of information provided by complainants.

(a) If an anonymous complaint contains sufficient information (for example, who, what, when, where, desired outcome, unit(s) of assignment for the complainant and the subject) to permit the initiation of an investigation, the investigation will be initiated by the commanding officer in accordance with 10 USC 1561.

(b) If the anonymous complaint does not contain sufficient information to permit the initiation of an inquiry or investigation, the individual making the anonymous complaint will be notified if possible. The complaint may be the person subjected to sexual harassment or may be a third-party witness. An anonymous complaint can be provided to any source but may only be processed by Chain of command, SHARP Office, Inspector General (IG).

(2) **Formal Complaints**. Formal complaints (military and dependents age 18 or older) require specific actions prescribed in AR 600-52, are subject to timelines, and require documentation of actions taken. Upon the victim's election to file a formal complaint, the SARC or VA will assist the victim with completing the DA Form 7746. DA Civilians will file formal complaints with the EEO.

d. Retaliation and Reprisal

(1) Refers to taking or threatening to take unfavorable personnel action or withholding or threatening to withhold a favorable personnel action, or any other act of retaliation against a Soldier, Family Member, DoD Civilian, or contractor for reporting or planning to report a criminal offense, or making, or planning to make a protected communication. This includes acts of cruelty, oppression or maltreatment committed against an individual who makes or attempts to make a protected communication. Individuals who believe they have evidence of reprisal should immediately report it to their chain of command, the Inspector General, or referral to the Special Agent in Charge.

(2) If a service member and their adult military dependents are report experiencing retaliation associated with their unrestricted report of sexual assault, the victim can file a report of retaliation using DD Form 2910-2 (Retaliation Reporting Statement for Unrestricted Sexual Assault Cases). DA Civilians should file a report of retaliation to EEO.

7. **Responsibilities.**

a. Commanders, supervisors, and leaders at all levels will be fully committed to ensuring that the working environment of Soldiers, DoD Civilians and contractor employees are free of sexual harassment and sexual assault. Prevention of sexual harassment and sexual assault is everyone's responsibility. Every Soldiers, family member, DoD Civilians, and contractor employee is responsible for treating one another with dignity and respect.

b. Reports of sexual offenses will be treated seriously by following proper guidelines. The information and circumstances of the allegations will be disclosed on a need-to-know basis only.

c. Battalion Commanders will complete a Sexual Assault Incident Response Oversight Report (SAIRO) within eight calendar days of the incident report. The SAIRO report will not delay the Commander’s immediate reporting to USACIDC or operational reporting through appropriate channels.

d. A Military Protective Order (MPO) may be implemented for both sexual assault and sexual harassment victims. The first O-6 in the subject's chain of command will implement mechanisms to protect complainants of sexual harassment and victims of sexual assault. When warranted by facts and circumstances, this may include Military Protective Orders. MOP will be initiated no later than six hours after determining an MPO is warranted.

e. Ensure the subject's commander issues a DD Form 2873 (Military Protective Order) to the subject and submit DD Form 2873 to the installation Directorate of Emergency Service or Provost Marshal Office (DES/PMO).

f. Commanders will provide a copy of the MPO to the sexual assault victim or sexual harassment victims. The commanders must inform the victim or complainant that MPO's may not be enforceable by non-military authorities and advise them of their ability to also seek a Civilian Protective Order (CPO) issued by a judge, magistrate, or other authorized civilian official. The Commander should refer victims to a SHARP professional and the Installation Office of the Staff Judge Advocate for assistance in obtaining a CPO.

g. Garrison Commanders will ensure that sexual assault response capability is available 24 hours per day/7 days per week, and that the garrison website and other forms of media accurately displays the installation's 24/7 Hotline and the DoD 24/7 Safe Helpline (SHL) numbers (877-995-5247).

h. The success of this program is a responsibility. Therefore, I expect all personnel to educate themselves to detect and prevent sexual assault and sexual harassment. Our effectiveness and success depend upon a change in the command's climate and intervention "People First", to include the following imperatives:

i. Commanders/leaders must be fully engaged and lead from the front - they are centrally responsible and accountable for solving the problems of sexual assault and sexual harassment within the ranks and restoring the trust of our Soldiers, Civilians, and Families

(1) Commanders must schedule and receive a SHARP in-brief by a full-time SARC within the first 30 days of assuming command.

(2) Commanders must thoroughly and professionally investigate every allegation of sexual assault, sexual harassment, and retaliation. Commanders must hold individuals, units and organizations accountable for preventing, intervening and stopping sexual harassment/sexual assault.

(3) Commanders must create a positive climate and environment of trust and respect in which every person can thrive and achieve their full potential. A positive command climate fosters trust, cohesion, and respect for others while reducing tolerance for inappropriate attitudes and behaviors.

(4) Commanders/leaders must build cohesive teams, provide compassionate care for victims, protect their rights and privacy and utilize the Golden Triangle (Leaders/Peers/Family).

(5) Commanders we will ensure contact information for available resources is posted in common areas of the workplace, provided in pamphlets or cards that personnel can freely obtain copies of, and updated on unit portal pages that are easy to locate (no more than two clicks from the homepage). Contact information will include, at a minimum:

(a) Official phone numbers for the SARC, Victim Advocate (VA), Special Victims' Counsel, and Chaplain.

(b) Official phone numbers and street addresses for Criminal Investigation Command (CID), Military Police Investigations (MPI), behavioral health services, Family Advocacy Program, and emergency medical care at Fort Belvoir Community Hospital

(6) Commanders we will ensure that deploying personnel attend pre-deployment and post-deployment SHARP training, as applicable, all personnel assigned or attached will annual SHARP training for Military and DA Civilians and offer SHARP training to family members 18 years old and over. Annual training guidance tasked commanders/Leaders to conduct training with support from a certified SHARP professional.

8. SHARP professionals will monitor compliance with requirements and brief compliance at command and staff meetings.

9. PROPONENT: Fort Belvoir SHARP Office is the proponent of this policy and can be reached at (703) 806-8617.

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Commanding

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