



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 1ST BRIGADE COMBAT TEAM  
101ST AIRBORNE DIVISION (AIR ASSAULT)  
MIHAIL KOGALNICEANU AIR BASE, ROMANIA, APO AE 09749-9500

AFZB-KA-CDR

16 June 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 5 – 1st Brigade Combat Team Policy on Sexual Harassment/Assault Response and Prevention (SHARP)

1. Leaders and Soldiers will combat sexual assaults by engaging all Soldiers in preventing sexual assaults before they occur. Prevention of sexual harassment/assault may be achieved through immediate intervention of any act that is perceived to be sexual in nature and unprofessional. Bystanders should speak up to stop sexual harassment at an early stage to prevent escalating behavior that could lead to sexual assault.
2. The goals of the SHARP program are to reduce sexual assaults and harassment by creating a climate that respects the dignity of every member of the Army family, reduces the stigma of reporting, increases prevention, investigation, prosecution capability, training, and resources, and refines and sustains response capability.
3. Commanders at all levels will publish and post written command policy statements on sexual harassment and assault response and prevention, reporting procedures, and the following points of contact: DoD SAFE helpline website and phone number ([www.safehelpline.org](http://www.safehelpline.org) and (877) 995-5247); the Fort Campbell 24-hour SHARP Hotline ((270) 498-4319); and the SHARP website (<https://www.armyresilience.army.mil/>).
4. Responsibilities:
  - a. I will appoint, in writing, one collateral duty SARC (SFC, MAJ/CW3, GS-11 or higher) at each battalion level and one collateral duty VA (SSG, 1LT/CW2, or GS-9 or higher) at the battalion level. These individuals must be screened, trained, and credentialed prior to being placed on appointment orders.
  - b. Every member of command who becomes aware of sexual assault, or possesses probable knowledge of such an act, should report these allegations immediately (within 24 hours) to appropriate authorities.

5. SHARP training:

a. The 101st Airborne Division (Air Assault) and Fort Campbell SHARP office or designated representative will provide individual training on prevention of sexual harassment and prevention of sexual assault at the Kalsu Replacement Company.

b. Unit and organizational leaders will consult with their SARC to ensure training time each training calendar year on the prevention of sexual harassment and assault, behaviors constituting sexual harassment and assault, consequences of committing sexual harassment and assault, and actions a victim may take after sexual harassment or assault. This training will be documented in the Digital Training Management System (DTMS).

c. SHARP Annual Refresher training:

(1) SHARP training and education will focus on prevention, education, trends, risk factor awareness, reporting options and procedures, correlation between sexual assaults and alcohol use, and victim support. The most up to date training materials will be published on the Army Training Network (ATN) website. (<https://atn.army.mil>)

(2) Training will be documented in DTMS.

(3) The 101st Airborne Division (Air Assault) and Fort Campbell SHARP office or designated representative will provide training on prevention of sexual harassment and prevention of sexual assault at the Company Commander / First Sergeant Pre-Command Course at the Kinnard Mission Training Center.

(4) Unit and Organizational leaders will consult with their SARC to allocate time on the training calendar to conduct training on the prevention of sexual harassment and assault, behaviors constituting sexual harassment and assault, consequences of committing sexual harassment and assault and actions a victim may take after harassment or an assault. This training will be documented in the Digital Training Management System (DTMS). Unit leaders will lead and instruct the SHARP training with the assistance of a D-SAACP credentialed SHARP Professional.

d. All commanders and senior enlisted advisors will receive a SHARP desk-side briefing and training from the command's SARC within 30 days of assuming their respective leadership roles.

e. Senior leader training is conducted for all commanders and senior leaders annually.

## 6. Sexual Harassment

a. Sexual Harassment is a form of sexual discrimination that involves unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

(1) Submission to, or rejection of, such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career; or

(2) Submission to, or rejection of, such conduct by a person is used as a basis for career or employment decisions affecting that person; or

(3) Such conduct has a purpose or effect of unreasonably interfering with that individual's work performance or creates an intimidating, hostile, or offensive working environment; and

(4) Is so severe or pervasive that a reasonable person would perceive, and the victim does perceive, the environment as hostile or offensive.

b. Any person in a supervisory or command position who condones any form of sexual behavior to control, influence, or affect the career, pay, or job of a military member or civilian employee is engaging in sexual harassment. Similarly, any servicemember or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature in the workplace is engaging in sexual harassment.

c. The SHARP program applies to complaints of sexual harassment in which the complainant is a Soldier, military dependent over the age of 18, or DA Civilian only when the subject is a Soldier. Complaints of sexual harassment involving only civilian personnel are received by Equal Employment Opportunity Personnel.

d. There are three ways of submitting sexual harassment complaints – anonymously, informally, and formally.

(1) An anonymous complaint is information received by the commanding officer or other person in charge of the organization, regardless of the means of transmission, from an unknown/unidentified source, that includes reported sexual harassment. The individual reporting the information is not required to divulge any personally identifiable information. All anonymous complaints will be referred to the Commander immediately for evaluation.

(2) An informal complaint is any complaint the individual does not wish to file in writing. When resolving an informal complaint, the complaint will be taken seriously and handled with sensitivity. Also, informal complaints can be resolved

without the knowledge of the commander. There are no timelines for an informal complaint; however, it must be handled as quickly and as fairly as possible.

(3) A formal complaint is one that is filed and the complainant swears to the accuracy of the information. Formal Sexual Harassment Complaints require specific actions, are subject to timelines, and require documentation of the actions taken. A formal complaint will be filed using DA Form 7746 (Sexual Harassment Complaint Form). Individuals have 60 calendar days to file a formal Sexual Harassment Complaint from the time the incident occurred.

(4) The point of contact for an informal or formal complaint will be the Garrison SARC.

## 7. Sexual Assault

a. Sexual Assault is a crime under UCMJ, federal, and state law. Sexual assault is any sexual contact, characterized by use of force, physical threat or abuse of authority, or when the victim does not or cannot consent. There is no consent if the victim is sleeping, unconscious, incapacitated by alcohol or drugs, lacks the mental capacity to consent, or is under the age of consent.

b. Sexual assault is a crime that cannot and will not be tolerated—not in our brigade and not in the United States Army. Sexual assault has a devastating and often long-lasting impact on the victim. Moreover, sexual assault tears at the moral fiber of our units, degrading our readiness. Sexual assault is an affront to our system of Army values and it grievously harms morale. Sexual assault has no place on Fort Campbell or in our homes. I am fully committed to providing an environment free of sexual assault for all Soldiers, Civilians, and Family members of this brigade. I charge all commanders, leaders, and Soldiers with vigorously implementing all aspects of this policy.

c. The SHARP Program applies to reports of sexual assault in which the victim is an Active Duty Soldier; an Army National Guard or Army Reserve sexually assaulted when performing active service (as defined in section 101(d)(3) of Title 10, United States Code) or inactive duty training; or a military dependent 18 years of age or older who is eligible for treatment in the military healthcare system when the sexual assault was perpetrated by someone other than a spouse or intimate partner.

d. There are two reporting options available for victims of sexual assault: Restricted and Unrestricted.

(1) Restricted reporting allows a victim to receive medical, counseling, legal, and advocacy support services without triggering an investigation into the assault. To exercise this option, the victim may only report the sexual assault to a SARC, UVA, or health care provider. In the course of otherwise privileged communications with a

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chaplain or legal assistance attorney, a victim may indicate that he or she wishes to file a restricted report. If this occurs, a chaplain or legal assistance attorney shall facilitate contact with a SARC or VA. Once reported to any other individuals, the option of restricted reporting may become unavailable. A victim may, at any time, change the report from restricted to unrestricted.

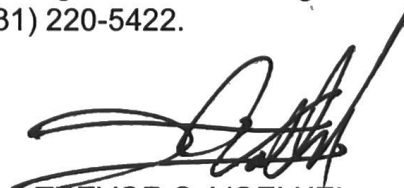
(2) Unrestricted reporting allows a victim of sexual assault the same services as restricted reporting but will also trigger command notification and an investigation into the sexual assault. An unrestricted report can be made to the same personnel as a restricted report and may also include the commander, Military Police, and Criminal Investigation Command (CID). Details regarding the incident will be limited to those personnel who have a legitimate need to know the information, as well as those agencies which the UCMJ, policies, or applicable laws dictate be notified of such a charge.

e. Victims electing either reporting option will be assigned a SHARP VA by the BCT SARC upon their request. The VA will be responsible for helping the victim navigate the care system and keeping the victim updated on all case matters.

f. Victim rights are outlined in AR 27-10. Victims will be treated with dignity and respect. Soldiers, Family members, and Civilians are encouraged to report sexual assault immediately. Commanders, in conjunction with their servicing judge advocate, SARC, CID, and social service programs will implement a plan to protect the complainant, any named witnesses, and the alleged perpetrator from acts of reprisal.

g. Leaders at all levels must take swift and decisive action in preventing, identifying, reporting, and eliminating all incidents of sexual harassment and sexual assault. The commander will also ensure that any victim is treated with dignity, fairness, and respect. All leaders will put forth their utmost effort to ensure that these reprehensible acts not plague our community.

8. The point of contact for this policy is the Brigade SHARP Program office at (270) 798-2686/2683 or 1BCT SHARP Hotline at (931) 220-5422.



TREVOR S. VOELKEL  
COL, IN  
Commanding

DISTRIBUTION:  
Commander  
(CONT)

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