



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 1ST BRIGADE COMBAT TEAM  
101ST AIRBORNE DIVISION (AIR ASSAULT)  
FORT CAMPBELL, KENTUCKY 42223

AFZB-KA-CDR

17 June 2021

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 support the Army I.A.M. Strong campaign which combats 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 before potential sexual assault develops.
2. The Department of the Army restructured and integrated the Prevention of Sexual Harassment (POSH) and the Sexual Assault Prevention and Response (SAPR) programs to form the SHARP program. This integration, in which SHARP assumes the military POSH mission from the Equal Opportunity Program, includes communication, prevention, policy, and training.
3. 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, and prosecution capability; increases training and resources; and refines and sustains response capability.
4. 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 ([www.sexualassault.army.mil](http://www.sexualassault.army.mil)).
5. 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.

6. 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 harassment or an assault. This training will be documented in the Digital Training Management System (DTMS).

c. SHARP Annual Refresher (Part One Face to Face and Part Two Online) training:

(1) Part one face to face training will be conducted annually for all Soldiers, NCOs and Officers.

(2) Training will be documented in DTMS.

(3) Part two online training will be conducted annually.

(4) Training is entitled "Standing Strong" and is posted on the Army Learning Management System through Army Knowledge Online.

(5) Certificate of the online training will be printed and turned into the unit training room for verification of training.

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.

7. Sexual Harassment

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

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

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

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

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

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 military member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature in the workplace is also 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 two types of Sexual Harassment complaints: Formal and Informal

(1) An informal complaint is any complaint the individual does not wish to file in writing. In 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 fairly as possible.

(2) A formal complaint is one that is filed in writing and 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 7279-R (Equal Opportunity Complaint Form). Individuals have 60 days to file a formal sexual harassment complaint from the time the incident occurred.

(3) The POC for both types of complaints is the complainant's unit SARC or VA.

## 8. 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 when the person is sleeping or incapacitated, such as due to age, alcohol or drugs, or mental incapacity.

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, Army National Guard, or Army Reserve Soldier, or a military dependent 18 years of age or older 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 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.

(3) Victims electing either reporting option will be assigned a SHARP VA by the 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.

AFZB-KA-CDR

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

(4) 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, servicing SARC, CID, and Social Service programs will implement a plan to protect the victim, any named witnesses, and the alleged perpetrator from acts of reprisal.

(5) 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.

9. 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.

I AM BASTOGNE!



KEVIN R. SHARP  
COL, IN  
Commanding