DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND PACIFIC
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU
OPC 305 BOX 23
APO AP 96218-9001

AMIM-DAG-ZA (600) 28 January 2026

MEMORANDUM FOR DISTRIBUTION

SUBJECT: USAG Daegu Command Policy Letter #21, Sexual Harassment/Assault Response and Prevention (SHARP) Program – Policy Memorandum

1. References.

a. Department of Defense Instruction (DoDI) 1020.03, (Harassment Prevention and Response in the Armed Forces), Incorporating Change 3, 17 January 2025

b. DoDI 1020.04, (Harassment Prevention and Response for DoD Civilian Employees, Incorporating Change 1, 17 January 2025

c. DoDI 5505.18, (Investigation of Adult Sexual Assault in the Department of Defense), Incorporating Change 5, 26 July 2024

d. DoDI 6495.02, Volume 1 (Adult Sexual Assault Prevention and Response: Program Procedures), Incorporating Change 9, 18 March 2025

e. DoDI 6495.02, Volume 2 (Sexual Assault Prevention and Response: Education and Training, Incorporating Change 1, 18 March 2025

f. DoDI 6495.03, Volume 3 (Sexual Assault Prevention and Response: Retaliation Response for Adult Sexual Assault Cases, Incorporating Change 1, 6 July 2024

g. AR 600-52 (Sexual Harassment/Assault Response and Prevention Program), 11 February 2025

h. AR 27-10 (Military Justice), Chapter 17 Victim and Witness Assistance, 08 January 2025

i. AR 350-1 (Army Training and Leader Development) 01 June 2025

j. AR 690-600 (Equal Employment Opportunity Discrimination Complaints) 06 February 2025

2. Purpose: This policy provides command guidance and outlines responsibilities for the Sexual Harassment/Assault Response and Prevention (SHARP) Program to all Soldiers, Department of the Army (DA) Civilians and Family members within USAG-

Daegu. The SHARP policy enhances Army readiness by fostering a culture free of sexual harassment, sexual assault, and associated retaliatory behaviors.

3. Applicability: This policy applies both on and off duty, and on or off-post to all Soldiers, Department of the Army (DA) Civilians, their Family members, invited contractors, local nationals and other personnel who work on, reside on, or visit any U.S. Army installations, or facilities within USAG Daegu areas of operation. Service members who violate this policy may face disciplinary action under the UCMJ, while civilians and all others may be subject to administrative action or criminal prosecution.

4. Command Policy: USAG Daegu is committed to preventing and punishing sexual harassment and sexual assault, as such illegal and unacceptable conduct erodes trust and destroys unit readiness. This commitment is fulfilled through a comprehensive program focused on prevention, training, victim advocacy, and holding offenders accountable. Our goal is to foster a positive command climate rooted in dignity and respect, where every member of our community feels safe.

a. Leaders at all levels are charged with creating and maintaining this climate. I expect all leaders to take every allegation of sexual harassment, sexual assault, and associated retaliation seriously and to act swiftly to address them within 24 hours. Leaders and supervisors must immediately report all allegations to their commander, who will then notify the Sexual Assault Response Coordinator (SARC) and Criminal Investigation Division (CID). Furthermore, I strongly encourage all personnel to practice active bystander intervention to prevent incidents before they occur.

b. Preventing these offenses is a shared responsibility among all Soldiers, DA Civilians, contractors, and family members. Anyone who has been subjected to sexual harassment or assault is strongly encouraged to report the incident. Military personnel and their families should contact the SHARP office, while DA Civilians and contractors can report sexual harassment to their local Equal Employment Opportunity (EEO) office. All should be aware that these acts are punishable offenses under the UCMJ for service members and under federal or local laws for civilians.

c. All members of our community, including Soldiers, DA Civilians, contractors, and family members, share the responsibility to prevent sexual harassment, sexual assault, and any related retaliation. We strongly encourage anyone who experiences these offenses to report them. Military personnel and their families should contact the SHARP office, while DA Civilians and contractors should use their local Equal Employment Opportunity (EEO) office for sexual harassment claims.

5. Definition of Sexual Harassment: Sexual harassment is a form of sex discrimination that involves:

a. Unwelcome sexual advances, requests for sexual favors, and deliberate of repeated offensive comments or gestures of a sexual nature when-

(1) Submission to such conduct is, either explicitly or implicitly, made 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; or

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

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

c. 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 DoD.

d. Any deliberate or repeated unwelcome verbal comments or gesture of a sexual nature by any member of the Armed Forces or civilian employee of the DoD.

6. Reporting options for sexual harassment include:

(1) Confidential reporting allows the victim to receive victims' services and assistance from the SARC and Victim Advocate (VA). This option does not allow a SHARP professional to confront the subject or resolve the sexual harassment.

(2) Anonymous complaint is a report of sexual harassment from an unknown or unidentified source received by a commanding officer or supervisor, regardless of the means of transmission. Anonymous complaints are a method for Soldiers and Family members (18 years of age and older) to have their concerns investigated and addressed without revealing the victim's identity.

(3) Formal complaint is one that an individual files in writing and swears to the accuracy of the information. Formal complaints require specific actions, are subject to timelines, and require documentation of the actions taken. A SARC will discuss the options, and process of the formal complaint with the complainant and file it on DA Form 7756. The responsible commander will report all formal sexual harassment complaints to the first General Court-Martial Convening Authority within three calendar days. The subject's BDE Commander will contact USACID office for all sexual harassment cases that involve physical contact and/or stalking.

6. Victims of sexual harassment committed by an unmarried intimate partner or dating partner may receive SHARP services when the subject is not-

(1) A current or former spouse.

(2) A person with whom the victim shares a child in common.

(3) A current or former intimate partner with whom the victim shares or has shared a common domicile.

7. Definition of Sexual Assault: is defined as intentional physical sexual contact, characterized by use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. Consent may be revoked at any time. The term includes a broad category of sexual offenses of the following specific UCMJ offenses: rape, sexual assault, aggravated sexual contact, abusive sexual contact, or attempts to commit these offenses. There are two reporting options for sexual assault: restricted reporting and unrestricted reporting.

a. Restricted reporting, through filing a DD Form 2910, does not trigger an investigation. The senior commander is notified through the SHARP channel that a sexual assault has been reported but is not given the victim's name or other personally identifying information. Restricted reporting allows Soldiers and Family members 18 years of age and older to confidentially disclose sexual assault to specified individuals (SARC, VA, or healthcare personnel) and receive healthcare treatment, a Sexual Assault Forensic Examination, counseling, and the assignment of a SARC and VA for advocacy services. A restricted report may be converted to an unrestricted report at any time.

b. Unrestricted reporting requires an investigation and command notification and allows a person who reports sexual assault to access healthcare treatment and the assignment of a SARC and a VA. When a sexual assault is reported through unrestricted reporting, a SARC will be notified, respond, or assign a VA to respond, offer the victim healthcare treatment, an optional SAFE, inform the victim of available resources, and explain the contents of DD Form 2910. If the victim elects the unrestricted reporting option, it may not be changed to a restricted report. When the unrestricted option is elected, the completed DD Form 2701 (Initial Information for Victims and Witnesses of Crime) will be distributed to the victim by USACID agents.

c. Restricted/Unrestricted reporting for DA Civilians. DA Civilians authorized to file an unrestricted report of adult sexual assault with the Army pursuant to the provisions of AR 600-52.

(1) DA Civilians who are not adult dependents of a Servicemember or a member of a service's Reserve Component (RC) who elect to file a report of sexual assault through the Army SHARP Program will use DO Form 291 0-8 (Reporting Preference for DoD Civilian Employees to Report Sexual Assault).

(2) If the sexual assault victim is a DA Civilian who is also an adult military dependent or a member of a service's RC eligible for DoD sexual assault and response services, the victim will only use the DO Form 2910 to file a report and will NOT file a DD Form 2910-8, because their status as a military dependent or RC member may make them eligible for additional services.

(3) DA Civilians who report experiencing adult sexual assault shall be offered the assistance of a SARC and VA to assist with filing a restricted report, immediate crisis intervention, and referral to available/eligible resources. If a DA Civilian files an unrestricted report, law enforcement will be notified. In addition, the victim's commander, or civilian supervisor and the OSTC concerned will be notified of the sexual assault report.

8. Reports of sexual assault involving intimate partners will be referred to FAP. Victims of sexual assault committed by an unmarried intimate partner or dating partner (see AR 608-18, 10 USC 928b) may receive SHARP services when the subject is not:

(1) A former spouse.

(2) A person with whom the victim shares a child in common.

(3) A current or former intimate partner with whom the victim shares or has shared a common domicile. SHARP professionals will refer the victim to FAP When sexual assault occurs in the context of domestic abuse or child abuse.

9. Military Protective Order (MPO): For all sexual harassment and sexual assault complaints, the first O-6 in the subject's chain of command will implement mechanisms to protect victims of sexual harassment and sexual assault. As soon as possible, but no later than 6 hours after determining an MPO is warranted. The first O-6 commander in the subject's chain of command will ensure that the subject's commander has issued and served a DD Form 2873 (MPO) to the subject Soldier, that is has been submitted to the appropriate installation Provost Marshall Office (PMO), and that a copy has been provided to the protected individuals.

10. Retaliation: In accordance with AR 600-52, retaliation against anyone for reporting sexual assault or harassment is strictly prohibited. Victims and individuals who report sexual harassment or sexual assault are protected from social or professional reprisal,

including ostracism, cruelty, or maltreatment. Violating this policy is a punishable offense under the UCMJ and other laws, and is incompatible with Army Values.

a. Commanders will establish procedures to protect all first responders, both DA Civilians and Soldiers, as well as witnesses and bystanders who intervened to prevent a sexual assault or act of sexual harassment from retaliation, reprisal, ostracism, or maltreatment related to the execution of their duties and responsibilities

b. Commanders will establish and enforce procedures to protect witnesses and bystanders who intervene to prevent or report sexual assault or sexual harassment, from retaliation, reprisal, ostracism, intimidation, or maltreatment. Immediately notify U.S. Army Criminal Investigation Division (USACID) whenever a witness or bystander who has intervened suffers retaliation.

c. Sexual assault response coordinator (SARC) or victim advocate (VA) will inform victims of the resources available to report instances of retaliation, reprisal, ostracism, maltreatment, sexual harassment, or to request a transfer, or seek an MPO

11. All federal crime victims have the following rights:

a. The right to be treated with fairness and respect for your dignity and privacy.

b. The right to be reasonably protected from the accused.

c. Be provided with reasonable, accurate, and timely notice of public preliminary hearings, pretrial confinement hearings, a court-martial related to offense, and clemency and parole hearings related to the offense.

d. The right to be present at all public proceedings related to the offense unless the hearing officer or military judge determines that your testimony would be materially altered if you as the victim heard other testimony.

e. Be reasonably heard at certain hearings, personally or through counsel.

f. The right to confer with the attorney for the U.S. government in the case.

g. Receive restitution as provided by State and Federal law.

h. The right to submit a written statement for the consideration of the Convening Authority prior to taking action on findings and sentence.

i. The right to proceedings free from unreasonable delay.

j. Be informed in a timely manner of any plea agreement, separation-in-lieu of trial agreement, or non-prosecution agreement relating to the offense unless providing such information would violate law enforcement proceeding or violate the privacy concerns of an individual other than the accused.

k. Express their views about disposition of the case to the commander of convening authority.

l. Decline to testify at a preliminary hearing conducted pursuant to Article 32 of the UCMJ

12. Victims will be provided adequate protection and care and informed about available resources, including:

a. Military and civilian emergency medical and support services.

b. Public and private programs that are available to provide counseling, treatment, and other support.

c. Organizations and entities on and off-post that provide victim and witness services and support.

13. Commanders must ensure all Soldiers and DA Civilians complete the annual SHARP training requirement, a duty which cannot be delegated. This focus on prevention will be continually reinforced in holiday safety briefs and newcomer orientations. Furthermore, commanders will ensure that SHARP policy memorandums, contact information for SARCs and VAs, and a comprehensive list of victim services are posted on unit bulletin boards and in other high-traffic locations to guarantee all personnel are informed of their resources.

14. The point of contact for this memorandum is Mr. Samuel E. Schroeder, Supervisory Sexual Assault Response Coordinator Area IV, DSN (315) 763-4739, email samuel.e.schroeder.civ@army.mil.

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