



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU
UNIT #15746
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16 SEP 2021

AMIM-DAG-ZA (890-12b2)

MEMORANDUM FOR ALL SOLDIERS, FAMILY MEMBERS AND CIVILIAN
EMPLOYEES TO UNITED STATES ARMY GARRISON (USAG) DAEGU AND
AREA IV INSTALLATIONS

SUBJECT: United States Army Garrison (USAG) Daegu Command Policy Letter #21-05
- Sexual Harassment/Assault Response and Prevention (SHARP) Program

1. References:

a. DoDI 1020.03, Harassment Prevention and Response in the Armed Forces, 29 December 2020.

b. DoDI 6495.02, Sexual Assault Prevention and Response (SAPR) Program Procedures, 28 March 2013, [Change 5, 9 April 2021].

c. AR 350-1, Army Training and Leader Development, (Table F-1, Mandatory Training Requirements for all Personnel) 10 December 2017.

d. AR 600-20, Army Command Policy, (Chapter 7) 24 July 2020.

e. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004.

f. Army Directive 2018-23, Improving Essentials Programs, 8 November 2018.

2. Purpose. To define the US Army Garrison Daegu (USAG Daegu) and Area IV Republic of Korea policy for the SHARP program.

3. Applicability. This policy applies to all personnel assigned or attached to USAG Daegu, including tenant units, invited contractors and Family members within USAG Daegu's areas of operation. Failure to comply with this policy is a violation of Article 92 of the Uniform Code of Military Justice (UCMJ). For Service Members, this may result in disciplinary action under the UCMJ. Civilian employees who violate this policy may be subject to appropriate disciplinary action, or criminal proceedings under Title 18 of the United States Code.

4. Policy. Sexual Harassment and Sexual Assault are unacceptable conduct that erode trust, destroys teamwork, and negatively affects unit readiness; it will not be tolerated and has no place within USAG Daegu and Area IV. This policy reinforces the Army's commitment to eliminate sexual harassment and sexual assault through a

comprehensive program of awareness, prevention, training and education, victim advocacy, response, reporting, and accountability.

a. Leaders at every level must be committed to creating and maintaining a positive command climate that promotes productivity and fosters dignity and respect for everyone without fear of retribution or retaliation. This is a call to action, and I strongly encourage active bystander intervention to prevent sexual harassment and sexual assault. Three common ways to intervene are to act directly; to distract the persons involved to alter the situation; or to encourage someone more appropriate or better equipped to intervene in an inappropriate or dangerous situation.

b. All Soldiers and Army Civilians must understand, embrace, and fulfill their responsibilities to prevent sexual harassment, sexual assault, and associated retaliatory behaviors within our military community. Preventing sexual harassment and sexual assault is everyone's responsibility. Anyone who has been subjected to sexual harassment or sexual assault is highly encouraged to report the incident to the SHARP office. I expect leaders to swiftly (within 24 hours) address allegations of sexual harassment, sexual assault and retaliation. For DA Civilians experiencing sexual harassment, procedures for reporting are available through your local Equal Employment Opportunity Office. Sexual harassment and sexual assault are punishable under the Uniform Code of Military Justice for the military and under federal and local laws for civilians.

5. Definitions. Reference 1d defines sexual harassment and sexual assault.

a. Sexual harassment is defined as "conduct that involves unwelcome sexual advances, requests for sexual favors, and deliberate or repeated offensive comments of a general nature when: submission to such conduct is either explicitly or implicitly a term or condition of a person's job, pay or career; or submission to 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 working environment and is so severe or pervasive that a reasonable person would perceive and the victim does perceive, the environment as hostile or offensive."

b. 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.

6. Reporting options for sexual harassment include anonymous, informal and formal. Personnel have the right to present a complaint without fear of intimidation, reprisal, retaliation or further harassment.

a. Anonymous reporting encourages reporting and keeps anonymity.

b. Informal complaint is any complaint that an individual does not wish to file in writing, and is not subject to time lines. Informal complaints may be resolved directly by the individual, through a third party, or a Sexual Assault Response Coordinator (SARC). A SARC will discuss the options of informal and formal complaints when being contacted by a complainant and will provide assistance as appropriate. Informal complaints are resolved without the involvement of command with documentation in ICRS and a locally-filed MFR.

c. 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.

d. Civilian employees should report any instance of sexual harassment to the Equal Employment Opportunity (EEO) Office, IAW AR 690-600.

e. Local National employees should report any instance of sexual harassment to their supervisor or management, following the grievance process outlined in USFK Regulation 690-1, para 13-5

7. Reporting options for sexual assault consist of Restricted or Unrestricted. Personnel have the right to file a report without fear of intimidation, reprisal, or retaliation.

a. Restricted reporting allows Soldiers and active duty Family Members (18 years & older) who are sexual assault victims to disclose the details of their assault to specifically identified individuals on a confidential basis, and to receive medical treatment and counseling without triggering an official investigation. Soldiers and active duty eligible Family Members who are sexually assaulted and desire restricted reporting should report the assault to their SARC, VA or a healthcare provider. Civilians and contractors do not have this restricted reporting option.

b. Unrestricted reporting allows Soldiers and their active duty Family Members (18 years & older) who are sexually assaulted and desire medical treatment, counseling, and an official investigation of allegations to use current reporting channels (the chain of command or law enforcement) or to report the incident to the SARC. DoD Civilians and their adult Family members (dependents) when stationed outside the continental U.S. (OCONUS) and U.S. Citizen contractor personnel when authorized to accompany Armed Forces in a contingency operation OCONUS are eligible for treatment in the military healthcare systems and will be authorized limited SHARP services.

8. This command will treat all victims of sexual assault and sexual harassment with dignity, fairness, privacy and respect. We will treat every report of sexual assault, sexual harassment, and related retaliatory behaviors seriously and follow the guidelines listed below:

a. As soon as commanders or supervisors are notified of an allegation of sexual assault, they will immediately contact their local SARC for guidance and notify the Criminal Investigative Division (CID). Leaders will protect the rights of both the victim and the accused. SHARP personnel will provide victim's rights using DD Form 2701 Initial Information for Victims and Witnesses of a Crime.

b. Leaders will hold offenders accountable for substantiated misconduct, provide compassionate care for victims and protect the rights and privacy of all concerned. Commanders will not conduct any internal inquiries or investigations of sexual assaults or delay immediately contacting CID to assess the credibility of the report themselves.

c. All personnel will contribute to a culture of trust in which everyone can thrive and achieve their full potential. Commanders, directors and leaders must support annual Sexual Assault Awareness Prevention Month (SAAPM) events in April of each year and the SHARP campaign lines of effort.

d. Commands, directorates and SHARP professionals will plan, develop, coordinate, collaborate and execute training, education, special events, and outreach campaigns for public awareness of sexual harassment and sexual assault prevention, to include those events held for SAAPM.

9. Per reference 1d, all commanders and senior enlisted advisors will meet with the SARC within 30 days of taking command or change of responsibility for one-on-one SHARP briefing. The training will include a trends brief for the unit and area of responsibility, the confidentiality and "official need-to-know" requirements for both unrestricted and restricted reporting. Commanders will also use the Defense Equal Organizational Climate Survey to identify SHARP issues and take immediate action on items identified as yellow or red. Commanders and their senior enlisted advisors will complete ELITE SHARP CTT within 30 days of taking command or responsibility. Commanders and directors will ensure that all Soldiers and DA civilians are trained annually IAW Ref 1c and document their attendance. Commanders will also participate in their local monthly Sexual Assault Review Board (SARB) meetings held by their installation senior commanders and use it as a tool to support their SHARP programs.

10. Per reference 1f, commanders will determine the duration, location, and means for conducting SHARP annual refresher training. Leaders will lead annual training with the assistance of credentialed SHARP professionals. A leader can be anyone who is in a supervisory position. Contractors and local nationals are optional (but highly encouraged to attend) and not required to be reported as mandatory training. Military family members ages 18 and over will also be offered this training. My goal is to have 90% of all Department of the Army Civilians (AF and NAF full-time employees) and

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military trained by 1 August and 100% trained by 1 September. Contractors may attend training if the government and contractor supervisor have agreed on the training and time management, or the training is otherwise required under the contract. Training will be offered monthly and will be good for one year.

11. This command will not tolerate retaliation or reprisal against an individual who makes a protected SHARP-related communication. Retaliation is when any person subject to the UCMJ or Federal law wrongfully takes or threatens to take an adverse personnel action, or wrongfully withholds or threatens to withhold a favorable personnel action with the intent to discourage or retaliate against any person for reporting or planning to report a criminal offense, or making or planning to make a protected communication. Every DoD employee and military member have the right to report criminal offenses with a protected communication. All reports of retaliation will be investigated by the Inspector General.

12. The USFK SHARP Hotline is the quickest and most reliable way to report sexual harassment and assault. To call the 24/7 SHARP Hotline from anywhere in Korea, dial DSN 158 or 763-5700, or 05033-63-5700 from any commercial line including cell phones. The DoD Sexual Assault Prevention and Response Office (SAPRO) has established a Safe Helpline so that members of the DoD community impacted by sexual assault can discuss their situation and concerns freely without worry that their information will be shared with the DoD or their chain of command. If you need immediate assistance, call your local SARC or Victim Advocate. You can also call the Department of Defense Safe Helpline at 877-995-5247, go online at www.safehelpline.org to get confidential help, or download the DoD approved Safe Helpline application on your phone for immediate anonymous and confidential support.

13. Point of contact for this policy is the U.S. Army Garrison Daegu SHARP Program at DSN 763-4739 or 05033-63-4739 or Cell 010-6596-5564.

14. This policy is effective until superseded or rescinded.



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Commanding