



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, US ARMY MEDICAL RESEARCH AND MATERIEL COMMAND**  
**AND FORT DETRICK**  
**810 SCHREIDER STREET**  
**FORT DETRICK, MARYLAND 21702-5000**

REPLY TO  
ATTENTION OF

MCMR-SHP

15 AUG 2016

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Command Policy Memorandum 2016-74, Fort Detrick Tenants and Support Organizations, Sexual Harassment/Assault Response and Prevention (SHARP) Program**

**1. References:**

- a. DoD Directive 6495.01, Sexual Assault Prevention and Response (SAPR) Program.
- b. DoD Instruction 6495.02, Sexual Assault Prevention and Response (SAPR) Program Procedures.
- c. Department of Defense Sexual Assault Prevention and Response Strategic Plan.
- d. Secretary of Defense (SecDef) Memorandum, 14 August 2013, Sexual Assault Prevention and Response.
- e. Army Directive 2011-19, Expedited Transfer or Reassignment Procedures for Victims of Sexual Assault.
- f. Army Directive 2015-10, Sexual Assault Incident Response Oversight Report
- g. Army Directive 2015-16, Command Engagement to Prevent Retaliation.
- h. AR 27-10, Military Justice.
- i. AR 350-1, Army Training and Leader Development.
- j. AR 600-20, Army Command Policy, Chapter 7, Prevention of Sexual Harassment (POSH); Chapter 8, Sexual Assault Prevention and Response (SAPR).
- k. Headquarters, Department of the Army Execution Order 221-12.
- l. Milper Message 14-230, Transfer or Reassignment Procedures for Victims of Sexual Assault.

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m. ALARACT 123-2011, Mandatory Unit Sexual Harassment/Assault Response and Prevention (SHARP) Training.

n. HQDA Execution Order 193-14 Screening of Sexual Harassment/Assault Response and Prevention Program Personnel and other in Positions of Significant Trust.

o. The Army Sexual Harassment/Assault Response and Prevention Website, <http://www.preventsexualassault.army.mil/>.

p. SAPR Toolkit, <http://www.sapr.mil/index.php/dod-policy/sapr-toolkit>.

2. **Applicability.** This policy applies to all units, organizations, activities, and individuals, both military and Department of Defense Civilians, who are assigned, work, or are performing duty (including reserve components during annual training and mobilization) at Fort Detrick, MD and, both on and off-post, during duty and non-duty hours, in workplaces, dwellings (on and off-post housing), and recreational environments. The victim services and procedures contained in this policy memorandum apply to military victims and their family members 18 years or older.

3. **Purpose.** To reinforce the Army's commitment to eliminate incidents of sexual harassment and assault through a policy that centers on awareness and prevention, training and education, victim advocacy, response, reporting, accountability, and the "I.A.M. Strong" Campaign.

4. **Key Message.** Sexual harassment and assault degrades mission readiness and our ability to work effectively. It adversely affects morale, motivation, performance, and cohesion. Sexual harassment and assault are contrary to the Army Values and even one incident is one too many. It can result in increased absenteeism, inefficiency, and destroys trust among Service Members. Service Members and Civilians who live the Army Values take action to stop sexual harassment and assault before they start and make sure their battle buddies avoid situations where harassment and assaults can occur. There are no passive bystanders.

5. **General.** The Sexual Harassment/Assault Response and Prevention Program (SHARP) concept is to prevent instances of sexual assault and harassment and to provide the necessary resources when harassment or an assault occurs. The program provides for offender accountability in harassment complaints and unrestricted sexual assault reports. In an effort to create an effective installation SHARP program, there are resources/tools available to Fort Detrick, to combat sexual assault and harassment.

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One such tool is the establishment of the Installation Sexual Assault Hotline, (240-674-2802), manned 24 hours a day, 7 days a week by National Organization for Victim Assistance Credentialed personnel.

6. Goals.

a. Create a climate that strives to eliminate sexual harassment and assault incidents which impact military personnel, Civilians, and Family members, and, if an incident should occur, ensure victims and subjects are treated according to Army Policy.

b. Create a climate that encourages victims to report incidents of sexual harassment and assault without fear of reprisal .

c. Provide sexual harassment and assault prevention training and awareness programs to educate Service Members and Civilians.

d. Ensure sensitive and comprehensive treatment to restore victim's health and well-being.

e. Ensure leaders understand their roles and responsibilities regarding response to sexual harassment and assault victims, thoroughly investigate and evaluate allegations, and take appropriate and timely administrative and disciplinary actions.

7. Education, training, and awareness will be used to eliminate sexual harassment/assault, promote sensitive handling of sexual harassment/assault victims, offer victim assistance and counseling, hold individuals who commit sexual harassment/assault accountable for their actions, provide avenues for reporting incidents of sexual harassment/assault, and reinforce the Army values.

a. Training requirements for all military and Department of the Army Civilian (DAC) personnel can be found in AR 600-20 and will be managed at the O6 level. The SHARP training guidance is expected to be published annually by the Department of the Army.

b. All SHARP training will be scheduled and published within the unit's training calendar and documented in the Digital Training Management System (DTMS) by the unit's DTMS manager. Documentation will include type, instructor, date, time, length of training, roster of attendees, and issues covered in the session. Training will include the annual fiscal year face-to-face presentation with videos, and online SHARP training.

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c. I expect each Commander to have a formal program to address the issue of sexual assault. The chain of command (Commander, CSM, SGM, SEL, or 1SG), and the unit's SHARP Personnel will attend and participate in the unit SHARP training.

8. Sexual Harassment. Improper sexual behavior or inappropriate relationships affect combat readiness, good order, and discipline. We will maintain a work environment free from any form of sexual harassment. Sexual harassment includes implicit and explicit sexual advances, request for sexual favors, deliberate or repeated offensive comments or gestures, or physical contact of a sexual nature at work or in a work-related environment.

a. The following are the Fort Detrick standards for addressing sexual harassment:

(1) Commanders. Establish and sustain a unit climate in which the dignity of all personnel is respected and where no one subjects others to inappropriate behavior or comments. Through leadership, communication, and example, ensures subordinate leaders fully understand what constitutes appropriate behavior. Ensure a feedback mechanism is in place to accurately assess whether your unit personnel are experiencing sexual harassment. Complaints of sexual harassment will be responded to promptly and with the utmost concern by the entire chain of command.

(2) Junior leaders and supervisors. Junior leaders and supervisors are the initial response point for complaints of sexual harassment. Individuals look to you for guidance, and the examples you set are crucial in fostering a unit atmosphere where sexual harassment will not be tolerated. Junior leaders and supervisors must understand, practice, and enforce appropriate behavior. You must personally avoid making inappropriate remarks or engaging in inappropriate behavior, and should immediately correct any subordinate whose conduct may be questionable. Report all complaints of sexual harassment to the unit SHARP Personnel.

(3) Soldiers, Civilians, contractors, and Family members. All Soldiers, their Families, Civilians, and contractors must understand what conduct is considered inappropriate, and refrain from engaging in such conduct. I want all Soldiers, their Family Members, Department of the Army Civilians, and contractors to understand the procedures for registering sexual harassment complaints and to promptly report all inappropriate behaviors to the chain of command. Even if it is only a perception, we lose combat effectiveness through such perceptions until they are brought out in the open and resolved.

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b. Within four (4) hours of receipt of a reported incident of sexual harassment (formal or informal) from the Sexual Assault Response Coordinator (SARC) or Victim Advocate (VA), Commanders and/or Directors will provide an initial report of the incident to the Commanding General.

(1) A formal complaint is one that a complainant files in writing on a DA 7279 and swears to the accuracy of the information. Formal complaints require specific actions, are subject to timelines, and require documentation of the actions taken. Only full-time SARCs at the brigade level or higher can take formal sexual harassment complaints.

(2) An informal complaint is any complaint that a complainant does not wish to file in writing. Informal complaints may be resolved directly by the individual, with the help of another unit member, the commander or other person in the complainant's chain of command. Typically, those issues that can be taken care of informally can be resolved through discussion, problem identification, and clarification of the issues. An informal complaint is not subject to time suspense.

c. All reports of sexual harassment will be reported through the unit's SHARP Personnel to the Installation SHARP office.

d. I expect each commander to have a formal program to address the issue of sexual harassment. The chain of command (Commander, Command Sergeant Major (CSM), Sergeant Major (SGM), Senior Enlisted Leader (SEL), or First Sergeant (1SG)), and the unit SHARP Personnel will attend and participate in unit SHARP training.

9. Sexual Assault. Sexual assault is a crime that cannot and will not be tolerated. It has a devastating and often lasting impact on the victim, co-workers, and Families. Moreover, sexual assault contradicts the Army Values and has no place in the Army. We are a values-based organization; we take care of our fellow service members and treat all Service Members, Civilians, and contractors with dignity and respect. The following are the Fort Detrick standards for addressing sexual assault:

a. Commanders will take the necessary steps to ensure the victim's physical safety, emotional security, and medical treatment needs are immediately met. Victims have the right to choose which reporting options they will use; however, victims must first know and understand their reporting options, which are explained on the DD 2910, during the intake process.

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(1) Restricted Reporting. Soldiers and Family members who choose this option should only report the assault to the **VA, SARC, or their healthcare provider;** reporting to anyone else would trigger an open investigation (unrestricted report). Restricted reporting allows the victim to confidentially disclose the details of his/her assault to specific individuals and receive medical treatment and counseling. However, the victim has the option of changing the restricted report to an unrestricted report at any time.

(2) Unrestricted Reporting. A Soldier or a Family member who is sexually assaulted and desires medical treatment, counseling, and an official investigation of his/her allegation should report the incident to the **VA, SARC, or their healthcare provider, Chaplain, chain of command, or law enforcement.** Unrestricted reporting will prompt an investigation.

(3) Within four (4) hours of receipt of a reported incident of sexual assault (unrestricted) from the SARC, VA, or law enforcement, Commanders and/or Directors will provide an initial report of the incident to the Commanding General.

b. All reports of sexual assault will be reported through the unit's SHARP Personnel to the Installation SARC. All victims will be assigned a unit VA to assist and accompany the victim of sexual assault throughout the medical, pastoral, judicial, and/or law enforcement processes.

c. Commanders must ensure the release of information about the victim and incident to non-official parties is limited to privileged "**need to know**" personnel only. In addition, commanders must ensure victims of sexual assault receive sensitive care and support and are not re-victimized as a result of reporting the incident.

#### 10. Responsibilities.

- a. All personnel involved in the SHARP Program will:
- (1) Treat victims with dignity and respect.
  - (2) Ensure the victim's physical safety is met.
  - (3) Ensure sexual harassment/assault victims receive immediate and adequate care.

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(4) Ensure victims understand their options for filing a sexual harassment complaint and their choice is respected.

(5) Ensure victims understand their options for filing a sexual assault report and their choice is respected.

b. Senior Commander:

(1) Chair the Sexual Assault Review Board (SARB).

(2) Issue a SHARP policy which is consistent with the requirements of AR 600-20, which outlines sexual harassment complaint procedures and sexual assault reporting options.

(3) Ensure all appointed SHARP personnel receive the appropriate level of training prior to assuming duties as a SARC or SHARP VA.

(4) Ensure all sexual harassment/assault training, outlined in AR 600-20, and any subsequent directives, is conducted.

(5) Take appropriate action to prevent incidents of intimidation, harassment, or reprisal against individuals who file a sexual harassment complaint.

c. The Installation SARC will:

(1) Serve as the designated program manager who coordinates and oversees local implementation and execution of the SHARP Program. Serve as the executive agent and proponent for the SHARP Program.

(2) Provide advice and counsel to the Senior Commander on all matters pertaining to sexual harassment/assault and the SHARP Program.

(3) Be the point of contact with higher headquarters on SHARP issues as they relate to Fort Detrick. Serve as a consultant for all sexual assault issues and represent Fort Detrick on committees, working groups, conferences and community meetings.

(4) Serve as the executive secretary of the SARB.

(5) Assess the effectiveness of SHARP policy and procedures. Respond to general inquiries and complaints and conduct appropriate research in a timely manner.

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(6) Provide case management and victim care oversight for all cases occurring on Fort Detrick. Ensure overall local management of sexual assault awareness, prevention, and victim advocacy.

(7) Oversee and facilitate all types of SHARP training by providing guidance, trainings and resources for training as necessary.

(8) Coordinate Sexual Assault Awareness and Prevention Month events.

(9) Provide oversight and assistance to ensure training and Department of Defense Sexual Assault Advocate Certification Program certification/re-certification requirements are met.

(10) Immediately report incidents of sexual assault to the Senior Commander. Ensure restricted reports contain no information that could reasonably lead to personal identification of the victim.

(11) Conduct a check-ride with any newly appointed SARCs or equivalent assigned to Fort Detrick to identify resources and their point of contact. All check-rides should be conducted within 30 days following the appointment of the SARC.

(12) Ensure the on-call SARC or VA has a government vehicle available to use in case a victim needs to be transported to a medical facility. The vehicle is located at building 1532 (Warrior Zone) and can be checked out through the staff duty NCO.

(13) Manage the installation 24/7 on call hotline and create the on call schedule.

**d. Brigade Commanders or equivalent:**

(1) Appoint on orders personnel to serve as full-time or collateral SARCs and VAs who meet the requirements outlined in ALARACT 18802014, EXORD 193-14. At a minimum, appoint two individuals, a primary and an alternate, preferably one male and one female, on appointment orders per command; however, commanders may appoint more than the required primary and alternate. Units will appoint on orders Noncommissioned Officers (Staff Sergeant or higher) or Commissioned Officers (Captain/Chief Warrant Officer 2 or higher), with at least 18 months remaining on station or Department of the Army Civilians (GS-9 or higher).

(2) Ensure an on-call SARC or VA manning the Installation SHARP Hotline is available to respond in person within 60 minutes to the location of the victim.



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(3) Ensure the on-call brigade or equivalent SARC or VA is provided a dedicated cell phone, in the event they are needed due to an incoming SA report received through the Installation Sexual Assault SHARP Hotline or other means.

(4) Issue a SHARP policy which is consistent with the Installation Commander's policy and the requirements of AR 600-20. This policy will outline sexual harassment complaint procedures and sexual assault reporting options.

(5) Ensure the Installation SHARP Hotline and DoD Safe Helpline is posted within the unit.

(6) Immediately report incidents of sexual assault to the Brigade SARC or the Installation SARC. If the reporting option chosen by the victim is unrestricted, ensure that CID is contacted immediately. For the purpose of case management, cases will be managed by the victim's respective Brigade SARC. If there is no Brigade SARC physically assigned to the installation (common to most Fort Detrick tenant organizations), then the Installation SARC will handle the case management.

(7) Report incidents of sexual assault to the Senior Commander within four (4) hours of notification of an incident.

(a) Within eight (8) days of receipt of a sexual assault report, submit a "Sexual Assault Incident Response Oversight (SAIRO) Report," to the Installation Commander via the Chief of Staff. This report should be initiated by the victim's immediate Commander with input by the Brigade SARC and routed up the chain of command. See Army Directive 2015-10, "Sexual Assault Incident Response Oversight (SAIRO) Report" for guidance. An example can be found in attachment 1.

(8) Take appropriate action to prevent incidents of intimidation, harassment, or reprisal against individuals who file a sexual assault complaint.

(9) Attend the monthly SARB as long as there is a victim assigned to your command.

e. Commander, Barquist Army Health Clinic (BAHC):

(1) Provide guidance to Medical Treatment Facility (MTF) Providers on what medical treatment information may be provided to the responsible SARC or VA to assist in the monitoring of cases and the SARB process.

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(2) Initiate or develop, where appropriate, Memorandum of Understanding (MOU)/Memorandum of Agreement (MOA) with non-military medical treatment and medical support activities to ensure adequate response and treatment in the areas of counseling, care for victims, practical training for medical examiners, medical or health care professionals in order to maintain optimal readiness and to ensure the same level of care is provided.

(3) Monitor the effectiveness of MOU/MOA.

(4) Ensure the availability of victim advocacy services is explained to victims presenting for care.

(5) Ensure all those required to be notified of a sexual assault incident are notified in a timely manner and involved from the initial investigation to case closure.

(6) Be responsible for the overall evaluation and assessment of victim support services provided by MTF.

(7) Provide a representative with appropriate experience and level of expertise to serve on the SARB.

f. Office of the Staff Judge Advocate (OSJA):

(1) Ensure the training of legal personnel comply with the standards as prescribed in Appendix I, AR 600-20. Ensure OSJA personnel receive sexual harassment/assault training, outlined in AR 600-20, ALARACT 123/2011, and any subsequent directives.

(2) Notify law enforcement of an officially reported sexual assault if they have not been previously notified.

(3) Provide a representative with appropriate experience and level of expertise to serve on the SARB.

(4) Provide legal advice to law enforcement officials and medical personnel during investigations of all sexual assault incidents.

(5) Provide legal advice to Fort Detrick SHARP SARCs/VAs regarding sexual assault victim assistance.

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(6) Assist the command in processing criminal charges or administrative actions as appropriate.

(7) Produce investigating officer orders as required for formal sexual harassment incidents.

g. Director of Emergency Services (DES) will:

(1) Provide a representative with the appropriate experience and level of expertise to serve on the SARB.

(2) Support unrestricted reporting through the dispatch of patrols, initial crime scene security, notification of the on-call Criminal Investigative Division (CID) agent, and the coordination of CID support as necessary.

(3) Serve as the liaison with the local, county, and state law enforcement for matters involving their agencies as appropriate.

(4) Ensure DES personnel receive sexual harassment/assault training, outlined in AR 600-20, ALARACT 123/2011, and any subsequent directives.

(5) Ensure that law enforcement personnel responding to a sexual assault incident are trained in sensitivity to victims of sexual assault, victim assistance and resources, confidentiality, and related law enforcement investigative responses.

(6) Immediately report incidents of sexual assault received by their department to the Installation SHARP Office, 301-619-7387 or by calling the Fort Detrick SHARP hotline at 240-674-2802.

(7) Follow the procedures of Army Regulation 190-45, Law Enforcement Reporting, in documenting and reporting all reports of criminal activity.

(8) Seek to establish formal MOU with civilian law enforcement agencies to establish or improve the flow of information between their agencies. MOU can be used to clarify jurisdictional issues for the investigation of incidents, to define the mechanism whereby local law enforcement reports involving active duty service members will be forwarded to the appropriate law enforcement office and to foster cooperation and collaboration between the installation law enforcement agency and local civilian agencies.

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(9) Ensure that disposition reports by commanders are entered into the Centralized Operations Police Suite (COPS) and forwarded to the Director, U.S. Army Crime Records Center.

h. Office of the Garrison Chaplain:

(1) Provide pastoral and spiritual support to victims of sexual assault as requested by the victim.

(2) Explain the availability of victim advocacy services.

(3) Encourage the victim to seek medical attention regardless of whether the victim requires emergency or non-emergency care.

(4) Encourage the victim to seek appropriate assistance and counseling. With the consent of the victim, refer the victim to a qualified individual or an organization that specializes in assisting victims of sexual assault.

(5) Encourage the victim to inform the appropriate law enforcement agency of the incident.

(6) Maintain confidentiality and privileged communication at the request of the victim.

(7) Serve as a member of the SARB.

(8) Ensure chaplain personnel receive sexual harassment/assault training, outlined in AR 600-20, ALARACT 123/2011, and any subsequent directives.

i. Unit Commanders, Directorate/Activity Directors not previously listed and Supervisors:

(1) Support the purpose and goals of the SHARP Program.

(2) As appropriate, issue a SHARP policy which is consistent with the next higher headquarters policy and the requirements of AR 600-20 and Appendix D. This policy will outline sexual harassment complaint procedures and sexual assault reporting options.

(3) Immediately report incidents of sexual assault to the next higher commander. Ensure that restricted reports contain no information that could reasonably lead to personal identification of the victim.

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(4) Report incidents of sexual assault to the Senior Commander within four (4) hours of notification of an incident.

(a) Within eight (8) days of receipt of a sexual assault report, submit a "Sexual Assault Incident Response Oversight (SAIRO) Report," to the Installation Commander via the Chief of Staff. This report should be initiated by the victim's immediate Commander with input by the Brigade SARC and routed up the chain of command. See Army Directive 2015-10, "Sexual Assault Incident Response Oversight (SAIRO) Report" for guidance. An example can also be found in Appendix A.

(5) Ensure sexual assault victims receive immediate and adequate care by contacting your SARC or SHARP VA immediately upon notification of a sexual assault so the SARC/VA can support the victim and provide guidance to the Chain of Command. If the reporting option chosen by the victim is unrestricted, ensure CID is contacted immediately.

(6) Appoint personnel to serve as unit VA/SHARP and SARC/SHARP who meet the requirements outlined in AR 600-20, HQ EXORD 2012-12 2012, ALARACT 188-2014.

(7) Ensure all personnel appointed as SARCs or VAs are properly screened and receive the appropriate level of training prior to assuming their position as a SHARP representative.

(8) Ensure all sexual harassment/assault training, outlined in AR 600-20, ALARACT 123-2011, and any subsequent directives, is conducted.

(9) Commanders will forward a description of allegations of sexual harassment through command channels to their general court-martial convening authority (GCMCA) and ensure an investigation is conducted IAW AR 600-20.

(10) Take appropriate action to prevent incidents of intimidation, harassment, or reprisal against individuals who file a sexual harassment complaint.

j. Brigade SARC or equivalent:

(1) Ensure victims of a sexual assault are properly advised of their options for restricted and unrestricted reporting. Ensure victim acknowledges in writing his/her preference for restricted or unrestricted reporting as stated AR 600-20 and on DD 2910. If the victim chooses the restricted reporting option, the victim must acknowledge in

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writing that they understand restricted reporting will limit the ability of the Army to prosecute the assailant and an understanding of why Army policy favors unrestricted reporting.

(2) With the victim's consent, assign a VA to assist the victim immediately upon notification of the incident.

(3) Ensure victims of sexual assault receive guidance and emotional support during administrative, medical, investigative, and legal procedures, and that the victims understand the processes involved. Data will be collected, reported in the Defense Sexual Assault Incident Database (DSAID). DD Form 2965 will be utilized to capture all data necessary. Any SARC not having access to DSAID will contact the Installation SARC for assistance.

(4) Ensure all unrestricted reported incidents of sexual assault are reported to the Brigade Commander, Special Victim Counsel (SVC), CID, and the Installation SARC within one (1) hour of receipt. Restricted reports do not get reported to CID. If needed, the Brigade SARC will assist their Brigade Commander in preparing a Commanders Critical Incident Report (CCIR) which is required to be sent to the Senior Commander immediately after receipt of a sexual assault report, which is due within four (4) hours after receipt of a report and a SAIRO report which is due within 8 days.

(5) Maintain liaison with the installation DES/CID, medical and legal services, and commanders to facilitate immediate response and accurate reporting of sexual assault incidents.

(6) Maintain a roster of all subordinate SARCs and VAs that shows the status of their training; certification, and their rotation dates (i.e., PCS and ETS).

(a) Ensure all SHARP personnel in their area of responsibility meet all requirements to perform the duties required for the position they have been appointed. The SARC will be responsible for reporting to the Brigade Commander or Tenant Commander any deficiencies that would warrant the removal of any SHARP personnel.

(b) Maintain files for SHARP personnel in their area of responsibility. Files should include at a minimum: training, certifications, appointment orders.

(c) Within thirty (30) days following the appointment of any SARC, VA or SHARP Advisor, will conduct a check ride to identify community resources and their point of contact. A memorandum of record will be maintained at the brigade level documenting that this task has been completed.

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(7) Ensure that sexual assault prevention, education, and victim advocacy services are available for all military personnel and their family members. See AR 600-20 for guidance.

(8) Ensure all subordinate SARCs and VAs are current on all training requirements as outlined by the DOD Sexual Assault Advocate Certification Program (D-SAACP).

(9) Provide periodic training to all subordinate SARCs and VAs as directed by higher command or as needed.

(10) Assist Commanders in meeting annual SHARP training requirements.

(11) Collect, record, and maintain data and statistics as directed by the Installation SHARP Office. Ensure all sexual assault information (e.g., program information, disposition status of cases) is reported in the appropriate database; DSAID for Sexual Assaults and Integrated Case Reporting System (ICRS) for Sexual Harassment complaints.

(12) Maintain hard case files for five years, IAW Army Records Information Management System (ARIMS).

(13) Track services provided to victims of sexual assault from the initial reporting of sexual assault through disposition and resolution of the victim's health and well-being.

(14) Evaluate the effectiveness of prevention programs and advocacy services (e.g., how the response team functions, how the victim feels about the system response and treatment received, risk factor identification) and provide feedback to the Brigade Commander, Installation SHARP office and the SARB chairman when prompted.

(15) Understand and articulate Department of Defense (DOD) and Army policies concerning sexual harassment and sexual assault.

(16) Upon receipt of a DA Form 7279 (Equal Opportunity Complaint Form), the VA/SHARP and SARC/SHARP will, within four (4) hours, provide a description of the allegations of sexual harassment to their commander and next higher VA/SHARP and SARC/SHARP.

(17) Provide a bi-weekly update of any ongoing cases to the Installation SHARP Office.

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(18) Recognize overt and subtle sexual harassment and recommend appropriate action to stop sexual harassment.

(19) Post separate, written command policy statements for sexual harassment complaint procedures and sexual assault reporting options down to the company level. All statements will be consistent with Army policy. Statements must include an overview of the command's commitment to the SHARP program and reaffirm that unlawful discrimination and sexual harassment will not be practiced, condoned, or tolerated. The policy statements will explain how and where to file complaints. Additionally, the statements shall include the complainant's protection from acts or threats of reprisal.

(20) Reports.

(a) Conduct workplace visual inspections IAW AR 600-20, Para 7-5b. A compliance memorandum will be submitted to the installation SHARP office NLT 15 September of each FY. See attachment 1.

(b) The following reports are due to the installation SHARP office NLT the 5<sup>th</sup> of each month:

(1) Updated SHARP Government cell phone roster, see attachment 2.

(2) A formal and informal sexual harassment incident report, negative responses required, see attachment 3.

(21) Serve as a member of the SARB.

k. Sexual Assault Review Board (SARB).

(1) Provides executive oversight, procedural guidance and feedback concerning the installation's SHARP Program. This board reviews the installation's prevention program and the response to any sexual assault incidents occurring at the installation. This includes reviewing cases and procedures to improve processes, system accountability and victim access to quality services.

(2) The Senior Commander is responsible for chairing the SARB and will convene this multi-disciplinary board on a monthly basis.



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(3) The SARB shall consist of the following military or civilian professionals and will be appointed in writing, a primary and alternate representative to the Installation SARB.

- (a) Senior Commander (Chair)
- (b) Installation SARC (Co-Chair)
- (c) Brigade Commander(s) or Equivalent
- (d) Brigade SARC/VA

(e) The Installation DES or representative, law enforcement (military or civilian police services)

- (f) OSJA or representative
- (g) Sexual Assault Clinical Provider or Sexual Assault Care Coordinator
- (h) Chaplain or representative
- (i) Chief, Behavioral Health

(j) Other members may be appointed by nature the of their responsibilities as they pertain to sexual assault (e.g., victim witness liaisons, Alcohol and Substance Abuse Program (ASAP) representative).

(4) The SARB members:

(a) Perform required functional tasks as designated by the appropriate regulations and as directed by the installation commander or designee.

(b) Conduct ongoing reviews of current procedures for each alleged sexual assault case for compliance with regulations, local policies and in keeping with the accepted high standards of victim care.

(c) Meet at least monthly to review the handling and disposition of all alleged sexual assault cases.

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(d) Provide recommendations to the SARB on ways to improve the processing of sexual assault cases.

(e) Participate in training as required. Determine SHARP training needs of your agency by monitoring each alleged sexual assault incident. Identify training requirements to the SARB.

(f) Conduct ongoing reviews of memoranda of agreement with other services and civilian agencies regarding SHARP support. Provide updates to the SARB and recommendations for improvements as necessary.

#### I. Other Military Services

(1) Issue a policy concerning sexual harassment and assault which is consistent with the Senior Commander's policy. This policy will outline sexual harassment complaint procedures and sexual assault reporting options.

(2) Ensure the Installation SHARP Hotline and DoD Safe Helpline is posted within your organization.

(3) Report incidents of sexual assault to the Senior Commander within 4 hours of notification. If the reporting option chosen by the victim is unrestricted, ensure the proper Military Criminal Investigation Organization (MCIO) is contacted immediately.

11. All units will publish contact information for the Installation SHARP Office and their unit's SHARP Personnel, and provides readily available information such as telephone numbers and points of contact and information on available victim services.

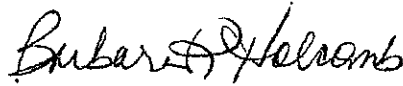
12. All Soldiers and Civilians are to understand and reinforce our continued commitment to the well-being of each individual within their command, installation, workforce, and community.

13. For sexual assault issues or concerns, contact the installation SARC office during normal duty hours at 301-619-7387, the Fort Detrick Sexual Assault Hotline at 240-674-2802 (available 24 hours a day, 7 days a week), your unit SHARP Personnel or the National Assault Hotline at 800-656-4673, Military One Source: 800-342-9647 or <http://www.preventsexualassault.army.mil/>.

MCMR-SHP

SUBJECT: Sexual Harassment/Assault Response and Prevention (SHARP) Program

14. The point of contact for this policy is the Installation SHARP Office, at 301-619-7387, DSN 312-343-7387, or cell 240-529-3207.



BARBARA R. HOLCOMB  
Major General, US Army  
Commanding General

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