



**DEPARTMENT OF THE ARMY**  
OFFICE OF THE DEPUTY CHIEF OF STAFF G-1  
300 ARMY PENTAGON  
WASHINGTON DC 20310-0300

DAPE-ZX

**JAN 19 2017**

**MEMORANDUM FOR SEE DISTRIBUTION**

**Subject: Sexual Harassment/Assault Response & Prevention (SHARP) Department of Defense Sexual Assault Advocate Certification Program (D-SAACP), Background Screening, SHARP Training, and Additional Skill Identifier (ASI) 1B and 1H Procedures**

**1. References:**

a. Department of Defense Instruction 6495.03 Defense Sexual Assault Advocate Certification Program (D-SAACP), 10 September 2015.

b. Army Regulation (AR) 600-20, Command Policy, 6 November 2014.

c. Department of the Army Memorandum, Guidance for Civilian Sexual Harassment/Assault Response and Prevention (SHARP) Program Positions, 27 September 2013.

d. HQDA EXORD 193-14, Screening Of Sexual Harassment/Assault And Prevention Program Personnel and Others In Identified Positions Of Significant Trust, 26 July 2014.

e. Army Directive 2016-14, Army Conference Policy, 4 May 2016.

f. DA Pamphlet 611-21, Smart Book/Army Additional Skill Identifier, 9 February 2015.

g. ALARACT 023/2013/DTG: R 241835Z Jan 13/Establishment Of Officer Skill Identifier (SI) 1B (Sexual Harassment/Assault Response & Prevention (SHARP), Warrant Officer Additional Skill Identifier (ASI) 1B and Enlisted ASI 1B.

h. Under Secretary Of Defense Memorandum Certification Standards For Department Of Defense Sexual Assault Prevention And Response Program Managers, 10 Mar 15.

i. Civilian Sexual Harassment/Assault Response And Prevention (SHARP) Program Collateral And Part Time Duties, 30 Jul 2014.

DAPE-ZX

SUBJECT: Sexual Harassment/Assault Response & Prevention (SHARP) Department of Defense Sexual Assault Advocate Certification Program (D-SAACP), Background Screening, SHARP Training, and Additional Skill Identifier (ASI) 1B and 1H Procedures

j. Department Of Defense Instruction 1400.25, Volume 731, DoD Civilian Personnel Management System: Suitability And Fitness Adjudication For Civilian Employees, 24 Aug 2012.

k. Department of Army Memorandum, Update 1 To Guidance For Civilian Sexual Harassment/Assault Response And Prevention (SHARP) Program Positions, 19 Aug 2014.

l. Leader Handbook for Supervisors and Managers of Civilians in Sexual Harassment/Assault Response and Prevention Program Positions, 20 Feb 2014.

m. Secretary of the Army Memorandum, Ensuring the Quality of Sexual Assault Response Coordinators, Sexual Assault Prevention and Response Victim Advocates and Others in Identified Positions of Significant Trust and Authority, 28 May 2013.

n. Secretary of the Army Directives 2016-10 (Personnel Incentives for the Sexual Harassment/Assault Prevention Program), 11 March 2016.

2. Purpose. The purpose of this memo is to outline policy to ensure SHARP professionals are properly background screened, trained, and certified prior to having contact with victims of sexual assault.

3. Policy. The only authorized SHARP positions are Program Managers (PMs), Assistant PMs, Sexual Assault Response Coordinators (SARC), SHARP Victim Advocates (SHARP VA), SHARP Civilian Victim Representatives (VR), and Training Instructors. The authority to approve exceptions to SHARP policy is the Director, HQDA SHARP. The Army's SHARP Program is the integration of the DOD Sexual Assault Prevention and Response Program and the Sexual Harassment Prevention and Response Program. Equal Opportunity Advisors (EOAs) are no longer the POC for Soldiers reporting sexual harassment; that role is now held by a full-time, Brigade level or above SARC.

4. Commanders' Responsibilities.

a. Commanders will ensure Department of the Army Soldiers (Active and Reserve) and Civilians who perform SHARP duties and have contact with victims of sexual assault possess an active Department of Defense Sexual Assault Advocate Certification Program (see D-SAACP) certification and cleared background screening. Commanders will ensure Soldiers or Civilians with an unfavorable or expired background screening or expired or revoked D-SAACP certification are not serving in SHARP positions. Upon notification that a Soldier has an unfavorable background screening, the appointing

DAPE-ZX

SUBJECT: Sexual Harassment/Assault Response & Prevention (SHARP) Department of Defense Sexual Assault Advocate Certification Program (D-SAACP), Background Screening, SHARP Training, and Additional Skill Identifier (ASI) 1B and 1H Procedures

authority (Encl. C) will issue a revocation memo and notify the Soldier in writing of the revocation, the requirement to immediately cease contact with victims of sexual assault, and the right to appeal (ref d). If a Soldier chooses to appeal, the appropriate commander will issue a suspension memorandum until final disposition of the appeal. Soldiers who have an unfavorable background screening or revoked D-SAACP certification are not authorized to retain the SHARP Additional Skill Identifier (ASI) 1B or 1H (ref. n.). Civilian revocations will be processed in close coordination with the servicing Civilian Personnel Advisory Center (CPAC) and legal advisor, and in compliance with applicable guidance.

b. Soldier Appointment.

(1) Appointing authorities (Encl. C) will conduct professional selection interviews with Soldiers intended to fill SHARP positions (see D-SAACP Commanders Guide at [http://sapr.mil/public/docs/d-saacp/D-SAACP\\_Commanders\\_Guide\\_20140514.pdf](http://sapr.mil/public/docs/d-saacp/D-SAACP_Commanders_Guide_20140514.pdf)). Suggested topics may include reasons for wanting to work in the SHARP program, trust and responsibility, financial well-being, the prioritization of SHARP responsibilities over those of their personal life, the Professional Code of Ethics codified in the D-SAACP Application Packet (DD Form 2950 and DD 2950-1), (pages 4 and 5), and anything in their past or present that would preclude them from serving in a Position of Significant Trust and Authority (POSTA) or being on-call. Upon a cleared local screening (Encl. A, Part I), the commander will nominate the Soldier to the Army Command/Army Service Component Command/Direct Reporting Unit (ACOM/ASCC/DRU) SHARP PM for HRC background screening. The SHARP PM will confirm the Soldier has a cleared local screening (Encl. A, Part 1) and an initiated or cleared Human Resources Command (HRC) broadened screening (Enc. A, Part 2) and is approved to attend the SHARP Course (input into Army Training Requirements and Resources System (ATRRS)). Upon successful completion of SHARP training, the SHARP PM will oversee the D-SAACP certification process.

(2) Only Soldiers who will serve in SHARP positions are authorized to attend SHARP professional training. Upon completion of the command interview, cleared screening, successful completion of training, and D-SAACP certification, the appropriate appointing authority (Encl. C) will prepare appointment orders for full-time and collateral duty SARC and VAs. The appointment memo will confirm the Soldier possesses a cleared background screening (Encl. A) that is not more than 3 years old, successfully completed the relevant SHARP course, and possesses an active D-SAACP certification. Commanders will prepare a DA 4187, Personnel Action and submit it to the HRC for Soldiers filling full-time SARC and SHARP VA positions. Soldier incentives are authorized for Soldiers who meet the qualifications (ref. n). D-SAACP certification is mandatory prior to having contact with victims of sexual assault.

DAPE-ZX

SUBJECT: Sexual Harassment/Assault Response & Prevention (SHARP) Department of Defense Sexual Assault Advocate Certification Program (D-SAACP), Background Screening, SHARP Training, and Additional Skill Identifier (ASI) 1B and 1H Procedures

c. Company SHARP Advisor. Commanders will direct the immediate cessation of collateral duty Company SHARP Advisors. **ACOM/ASCC/DRU commanders may authorize optional military collateral duty company-level VAs for exceptional situations, such as geographic dispersion. Current appointments of military collateral duty company SHARP advisors will be converted to collateral duty company-level VAs by the end of third quarter FY17, and they must complete the required screening, training, and certification outlined in this directive.**

d. Civilian Appointment to SHARP Positions. Civilians are hired into full-time SHARP positions, not nominated. Commanders must work with the CPAC to announce, recruit, and fill full-time Civilian SHARP positions. Selecting officials and appointing authorities will fill Civilian positions following normal personnel processes and background screenings (ref. c., i., and k). Commanders will ensure Civilian SHARP personnel possess a favorably adjudicated initial background screening (Encl. B) prior to attending SHARP training. Civilians must possess a favorably adjudicated, complete background screening and D-SAACP certification prior to any contact with victims of sexual assault. Only the SHARP Program Director is authorized to approve revisions to SHARP Civilian Position Descriptions.

#### 5. ACOM/ASCC/DRU SHARP Program Managers (PMs).

a. SHARP PMs are responsible for requesting HRC background screening (Encl. A, Part 2) for Soldiers. Soldiers are not authorized to attend SHARP training without SHARP PM approval. SHARP PMs will ensure only Soldiers who will be appointed to SHARP positions attend SHARP training. SHARP PMs will ensure Soldiers meet the requirements to serve in a SHARP position (Encl. A and I). Soldiers must have a cleared local screening (Encl. A, Part 1) and a cleared or initiated broadened HRC background screening (Encl. A, Part 2). Soldiers who do not have a favorable screening will not possess D-SAACP certification, the ASI 1B or 1H, and cannot serve in SHARP positions. Should unfavorable screening results be discovered while the student is in class, the student will be removed from class and returned to their command, at the expense of the command.

b. SHARP PMs will maintain records for all SHARP positions in their area of responsibility. These records will include copies of the nomination for Soldiers, screening checklist (for Soldiers), CPAC confirmation that Civilians have cleared or adjudicated screening, training certificate, ASI (for Soldiers), D-SAACP certification, and appointment memo. Only Soldiers with D-SAACP certification are authorized to have contact with victims of sexual assault.

DAPE-ZX

SUBJECT: Sexual Harassment/Assault Response & Prevention (SHARP) Department of Defense Sexual Assault Advocate Certification Program (D-SAACP), Background Screening, SHARP Training, and Additional Skill Identifier (ASI) 1B and 1H Procedures

c. Equal Opportunity (EO) professionals will not perform or be assigned to SHARP positions due to their duty to make or assist in impartial inquiries or investigations.

#### 6. Screening Requirements.

a. Background screening is required every 3 years for Department of the Army Soldiers (Encl. A) and Civilians (Encl. B) who perform SHARP duties. Commanders and ACOM/ASCC/DRU SHARP PMs are responsible for ensuring Soldiers have cleared local and broadened HRC screening prior to authorization to attend SHARP training (Encl. A). For Civilians, the CPACs will ensure applicable screenings are complete and reviewed and adjudicated by the appointing authorities (Encl. D) prior to on-boarding (Encl. B), and then upon completion of all background screenings (ref. c., k., and l.). Army National Guard local screening is completed by the Soldier's respective state and broadened screening is submitted to HQ ARNG for completion.

b. All Civilian SHARP positions covered in this policy memo are designated as positions of public trust with a moderate risk level (ref. c., i., and k.). The CPAC will initiate and track background screenings for Civilians that must be completed prior to on-boarding and attending SHARP training. However, Civilians are not authorized to provide assistance with victims of sexual assault until the entire background screening is completed and adjudicated and D-SAACP certification has been received. A background screening with no disqualifying conditions must have occurred within the two (2) years and six (6) months immediately prior to a Civilian SARC, VA, or command appointment to a SHARP position. If the employee has not been previously screened, a new screening must be completed (ref. c., i., k.). Civilian background re-screening must occur every three (3) years. The CPAC will track the requirement for and initiate re-screening checks, but it is the command's responsibility to ensure all background checks are current and favorably adjudicated before allowing Civilians to provide assistance to victims of sexual assault. Prior to making a final negative adjudication of a background screening for a Civilian, the appointing authority will consult with the legal advisor and servicing CPAC. Civilian D-SAACP revocations will be processed in close coordination with the servicing CPAC and legal advisor, and in compliance with applicable guidance.

c. Cleared background screening and D-SAACP certification is required prior to contact with victims of sexual assault.

#### 7. SHARP Courses.

a. Effective 1 December 2015 the three SHARP course titles changed from the SHARP Certification Course (80 hour) to the SHARP Foundation Course; from the

DAPE-ZX

SUBJECT: Sexual Harassment/Assault Response & Prevention (SHARP) Department of Defense Sexual Assault Advocate Certification Program (D-SAACP), Background Screening, SHARP Training, and Additional Skill Identifier (ASI) 1B and 1H Procedures

SHARP Baseline Certification Course (7 week) to the SARC/VA Career Course; from the SHARP Trainer Certification Course (5 week) to the SHARP Trainer Course for Civilians. This is only a change to the course titles, there is no change to lesson content or content hours. SHARP training is only authorized for Soldiers and Civilians who will serve in SHARP positions.

b. The SHARP PM with oversight for the installation hosting the SHARP Foundation training will coordinate with the SHARP Academy to input courses into Army Training Requirement and Resources System (ATRRS). The SHARP PM will ensure that all Soldiers approved to attend training have a cleared local background screening (Encl. A, Part 1) and an initiated or cleared HRC screening (Encl. A, Part 2) prior to the beginning of the course.

c. SHARP course attendance is only authorized for individuals who have been command interviewed (Soldiers), will serve in SHARP position (or for Civilians who have been appointed to a SHARP position), and who possess a cleared local background screening (Encl. A, Part 1) and an initiated or cleared HRC screening (Encl. A, Part 2).

d. Full-time SARCs and SHARP VAs are required to successfully complete the SHARP SARC/VA Career Course.

e. Collateral duty SARCs, collateral duty VAs and Civilian part-time SHARP VAs and Civilian VRs are required to successfully complete the SHARP Foundation Course.

f. Civilian SHARP trainers must complete the SARC/SHARP VA Career Course and the SHARP Trainer Course for Civilians which includes instruction and presentation skills and the Foundation Instructor Facilitator Course (FIFC) certification. An approved exception to policy signed by the Director, SHARP is required for Soldiers to attend the SHARP Trainer Course. All SHARP trainers must be background screened and maintain D-SAACP certification.

g. SHARP PMs must successfully complete the SHARP Foundation Course. Once approved, SHARP PMs must complete the designated SHARP PM Course. SHARP PMs must be background screened and maintain D-SAACP certification.

h. Should unfavorable screening results be discovered while the student is in class, the student will be removed from class and returned to their command, at the expense of the command.

i. The SHARP Academy will not issue the Service School Academic Evaluation Report (DA Form 1059) for students attending the SHARP Career Course or SHARP

DAPE-ZX

SUBJECT: Sexual Harassment/Assault Response & Prevention (SHARP) Department of Defense Sexual Assault Advocate Certification Program (D-SAACP), Background Screening, SHARP Training, and Additional Skill Identifier (ASI) 1B and 1H Procedures

Trainer Course nor will they issue SHARP training certificates for students of the SHARP Foundation Course until ACOM/ASCC/DRU SHARP PMs validate screening was completed and cleared.

8. ASI (military only).

a. Soldiers who successfully complete the SARC/VA Career Course qualify for the Additional Skill Identifier (ASI) 1H. Upon completion of the course, the SHARP Academy will forward the Soldier's name and social security number (SSN) to the Human Resources Command (HRC) for award of the ASI 1H. Soldiers with an unfavorable screening cannot retain the ASI 1H.

b. Soldiers who successfully complete the SHARP Foundation Course qualify for the SHARP ASI 1B. Upon successful completion of training, SHARP Program Managers who hosted the training will forward the training certificates, Soldiers name and SSN to HRC for award of the ASI 1B. Soldiers with an unfavorable screening cannot retain the ASI 1B.

c. Soldiers who have a unfavorable screening or have their D-SAACP certification revoked will have their ASI removed (ref. n.) in accordance with the removal authorities addressed at Encl. C (Military) and Encl. D (Civilian).

9. D-SAACP.

a. Department of the Army Soldiers and Civilians who perform SHARP duties (SHARP PMs, Assistant PMs, Civilian SHARP trainers, full-time and collateral duty SARCs, SHARP VAs, and VRs) must obtain and maintain D-SAACP certification.

b. To be eligible for the D-SAACP certification, the SHARP training must have been successfully completed within the 2 years immediately prior to the date of the D-SAACP application and the candidate must possess a completed and cleared background screening.

c. SHARP PMs are responsible for validating and submitting D-SAACP certification packets to the National Organization for Victim Assistance (NOVA). A completed and cleared background screening is required in order to submit D-SAACP certification requests. Personnel serving in SHARP positions who are determined to be in non-compliance with screening requirements will have their D-SAACP certification and ASI revoked (ref. n., Encl. C, and Encl. D).

DAPE-ZX

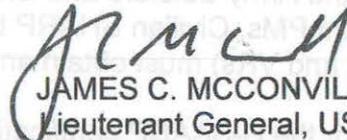
SUBJECT: Sexual Harassment/Assault Response & Prevention (SHARP) Department of Defense Sexual Assault Advocate Certification Program (D-SAACP), Background Screening, SHARP Training, and Additional Skill Identifier (ASI) 1B and 1H Procedures

d. SHARP professionals are required to have 32 hours of continuing education every two years to maintain their D-SAACP certification. Options include, but are not limited to, the Advanced Military Sexual Assault Advocate Training (AMSAAT) ([www.ovcttac.gov](http://www.ovcttac.gov)); endorsed conferences; and/or SHARP scheduled webinars. The SHARP office schedules monthly webinars and most are approved for Continuing Education Unit (CEU) credits. In most cases, participants will be able to earn CEUs as sanctioned by DoD SAPRO. The webinar subject matter addresses topics such as ethics, response, advocacy and/or prevention.

10. The policy in this memorandum is effective immediately. Roles and responsibilities will not be delegated lower than a Lead SARC and will be done so in writing to the appropriate ACOM/ASCC/DRU. The Army Deputy Chief of Staff, G-1 is the proponent for this policy and will incorporate the provisions of this memorandum into the next revision of Army Regulation 600-20 as soon as possible.

11. The point of contact (POC) for this document is Ms. Jan Morgan, Army SHARP Office, 703-571-7339, [Janetta.z.morgan.civ@mail.mil](mailto:Janetta.z.morgan.civ@mail.mil). The SHARP POC for D-SAACP certification issues is Ms. Diane Osborne, Army SHARP office, 703-571-7329, [diane.a.osborne.civ@mail.mil](mailto:diane.a.osborne.civ@mail.mil). For Army SHARP Academy inquiries the POC is LTC Jeffrey P. Bevington, Army SHARP academy, 913-684-5661, email: [jeffrey.p.bevington.mil@mail.mil](mailto:jeffrey.p.bevington.mil@mail.mil). The POC for HRC background screenings is [usarmy.knox.HRC.mbx.epmd-ebss@mail.mil](mailto:usarmy.knox.HRC.mbx.epmd-ebss@mail.mil).

Encls a/s

  
JAMES C. MCCONVILLE  
Lieutenant General, USA  
Deputy Chief of Staff, G-1

**DISTRIBUTION:**

Principal Officials of Headquarters, Department of the Army

Commander

- U.S. Army Forces Command
- U.S. Army Training and Doctrine Command
- U.S. Army Materiel Command
- U.S. Army Pacific
- U.S. Army Europe
- U.S. Army Central

**DAPE-ZX**

**SUBJECT: Sexual Harassment/Assault Response & Prevention (SHARP) Department of Defense Sexual Assault Advocate Certification Program (D-SAACP), Background Screening, SHARP Training, and Additional Skill Identifier (ASI) 1B and 1H Procedures**

**U.S. Army North  
(CONT)**

**DISTRIBUTION: (CONT)**

**U.S. Army South**

**U.S. Army Africa/Southern European Task Force**

**U.S. Army Special Operations Command**

**Military Surface Deployment and Distribution Command**

**U.S. Army Space and Missile Defense Command/Army Strategic Command**

**U.S. Army Cyber Command**

**U.S. Army Medical Command**

**U.S. Army Intelligence and Security Command**

**U.S. Army Criminal Investigation Command**

**U.S. Army Corps of Engineers**

**U.S. Army Military District of Washington**

**U.S. Army Test and Evaluation Command**

**U.S. Army Installation Management Command**

**Second Army**

**Superintendent, United States Military Academy**

**Director, U.S. Army Acquisition Support Center**

**Executive Director, Arlington National Cemetery**

**Commandant, U.S. Army War College**

**Commander, U.S. Army Accessions Support Brigade**

**CF:**

**Director, Army National Guard**

**Director of Business Transformation**

**Commander, Eighth Army**

**ENCLOSURE A: BACKGROUND SCREENING FOR SOLDIERS**

Soldier's Last Name, First Name, MI	
Rank:	Army installation and unit:

**Part 1: Local Screening Requirements for Soldiers:** (Must be completed prior to attending training).

Part 1	Unit/installation completes the following background screening prior to submitting to ACOM/ASCC/DRU SHARP PM for HRC background screening for approval for SHARP training	Coordinate With	Go	No-go
1.1	Minimum rank: SARC: SFC, CW3, or MAJ SHARP VAVR: SSG, CW2, or 1LT *Rank requirements can be waived only after an exception to policy request has been approved and signed by the first GO/SES in the SARC or SHARP VA candidate's chain of command and coordinated and approved by the ACOM/ASCC/DRU SHARP PM and HQDA SHARP.	Appointing Authority		
1.2	Meets physical readiness standards IAW FM-22 and Body Composition Standards IAW AR 600-9	Appointing Authority		
1.3	National Sex Offender Public Website (www.nsopw.gov)	Appointing Authority		
1.4	Army Substance Abuse Program (ASAP)	ASAP		
1.5	Behavioral Health Interview (DA Form 3822 – Report of Mental Status Evaluation)( Full-time Military only)	BH		

Local Screening Completed by: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Go  (Submit to ACOM/ASCC/DRU SHARP PM for Part 2 screening)

No Go  (No further action)

**ENCLOSURE A: BACKGROUND SCREENING FOR SOLDIERS (cont'd)**

**Part 2: Human Resources Command (HRC) Broadened Screening Requirements for Soldiers.** HRC will not provide actual source documents (i.e., CID report). The HRC background screening is limited to need to know information - not source documents. For example: "no finding"; "Type 1 finding - domestic violence" or "Type 2 finding - non-domestic assault". Specific details and source documents will not be provided. Background screening results will be secured safely.

Prior to approving for SHARP training, the ACOM/ASCC/DRU SHARP PM submit via encrypted email the last name, first name, middle initial, and SSN to:  
[usarmy.knox.HRC.mbx.epmd-ebss@mail.mil](mailto:usarmy.knox.HRC.mbx.epmd-ebss@mail.mil).

Part 2	Submitted by the ACOM/ASCC/DRU SHARP PM to HRC centralized broadened background screening	Go	No go
2.1	Army Human Resource Record (AMHRR) Fiche Review		
2.2	Inspector General (IG) Files		
2.3	Army Law Enforcement Reporting and Tracking System (ALERTS) CID/CRC Databases		

Go  No Go  - Not authorized for SHARP position or SHARP training

SHARP ACOM/ASCC/DRU Program Manager

Validated by: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ENCLOSURE B: PRE-REQUISITE FOR CIVILIANS ATTENDING SHARP TRAINING**

Last Name, First Name, MI	
Grade:	Position and Organization:

**Screening Requirements (Documented by Civilian Personnel Advisory Center)**

Part 1	Unit/installation checks prior to on-boarding and attending SHARP training	Coordinate With	Completed
1.1	Standard Position Description	N/A	
1.2	Qualification Requirements	N/A	
1.3	National Sex Offender Public Website (www.nsopw.gov)	N/A	
1.4	Army Family Advocacy Program Central Registry	AFAP	
1.5	Military Criminal Records	CID/CRC	
1.6	Army Substance Abuse Program	ASAP	
1.7	Previous employer references	Selecting Official	
1.8	Electronic Official Personnel Folder	N/A	
1.9	FBI Fingerprint checks	N/A	
1.10	Inspector General Files	IG	
1.11	Background Investigation Submitted to OPM	PSI-CoE	

Prepared by: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Appointing Authority Review and Determination: Go \_\_\_\_\_ No Go \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ENCLOSURE C: APPOINTMENT AUTHORITY MATRIX**

**MILITARY ONLY**

	Appointing/ Suspension Authority	Waiver Authority	Removal Authority
SARC (AC/USAR)	GO/SES	GO/SES	GO/SES
SHARP VA (AC/USAR)	O-6 BDE CDR/ GS-15	GO/SES	GO/SES
Full-time SARC/SHARP VA (ARNG)	TAG	TAG	TAG
Collateral duty SARC/SHARP VA	O-6 BDE CDR/ GS-15	GO/SES	GO/SES
Collateral duty SARC/SHARP VA (ARNG)	O-6 BDE CDR/ GS-15	TAG	GO/SES

Minimum rank:

SARC: SFC, CW3, or MAJ

SHARP VAVR: SSG, CW2, or 1LT

An Exception to Policy for a rank waiver must be signed by the first GO/SES in the SARC or SHARP VA candidate's chain of command, concurrence from the ACOM/ASCC/DRU SHARP PM, and approved by the HQDA Director, SHARP.

**ENCLOSURE D: APPOINTMENT AUTHORITY MATRIX  
CIVILIAN ONLY  
FULL-TIME, PART-TIME, AND COLLATERAL DUTIES POSITIONS**

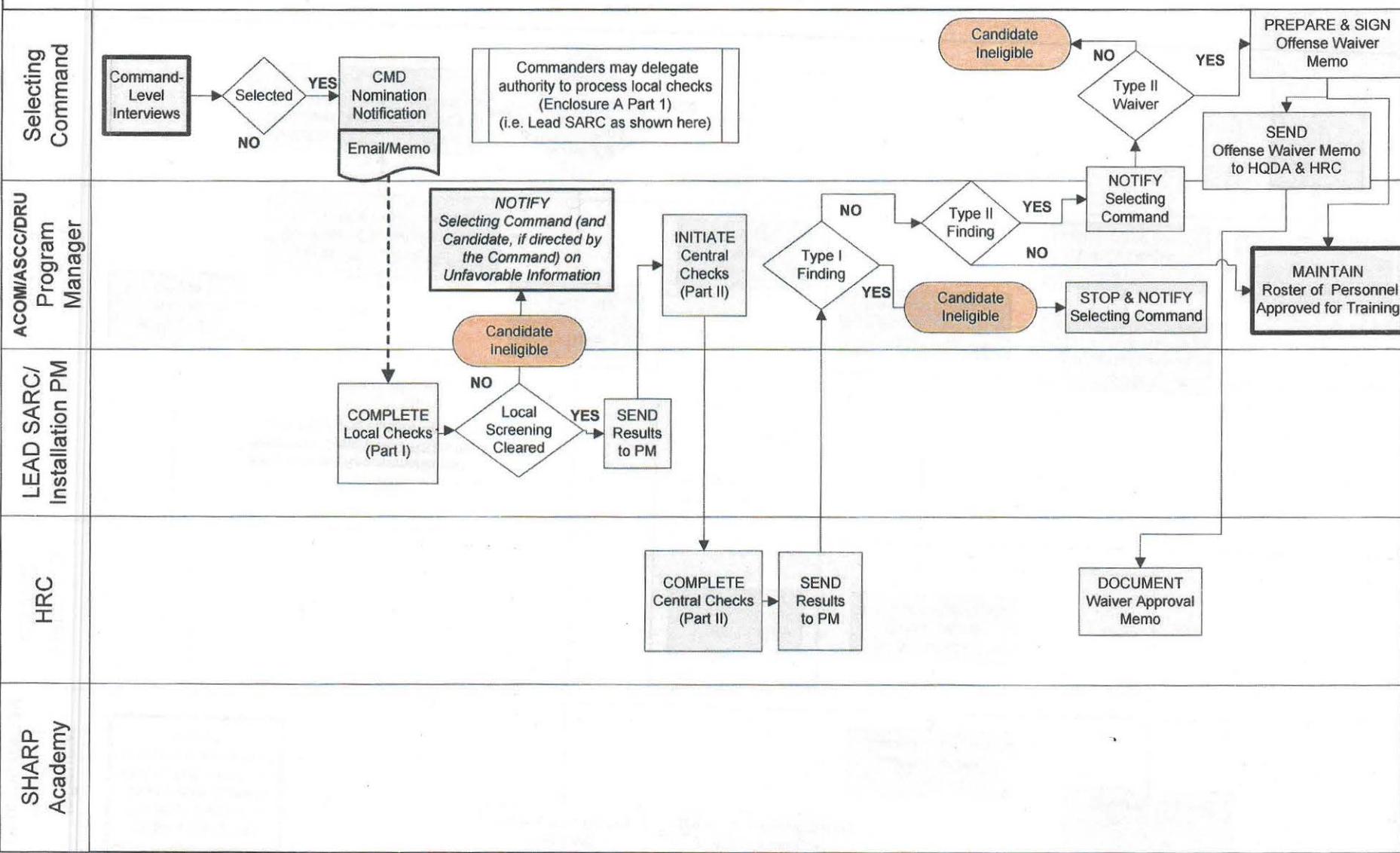
	Appointing Authority	Waiver Authority	Removal Authority
SHARP PM or Assistant PM	First GO/SES in Chain of Command	First GO/SES in Chain of Command	First GO/SES in Chain of Command
SARC	First GO/SES in Chain of Command	First GO/SES in Chain of Command	First GO/SES in Chain of Command
SHARP VA or VR	First O-6/GS-15 in Chain of Command	First O-6/GS-15 in Chain of Command	First O-6/GS-15 in Chain of Command
Training Instructors (SHARP)	First O-6/GS-15 in Chain of Command	First O-6/GS-15 in Chain of Command	First O-6/GS-15 in Chain of Command

Minimum rank:  
SARC: GS-11  
SHARP VAVR: GS-09

An Exception to Policy for a rank waiver must be signed by the first GO/SES in the SARC or SHARP VA candidate's chain of command, concurrence from the ACOM/ASCC/DRU SHARP PM, and approved by the HQDA Director, SHARP.

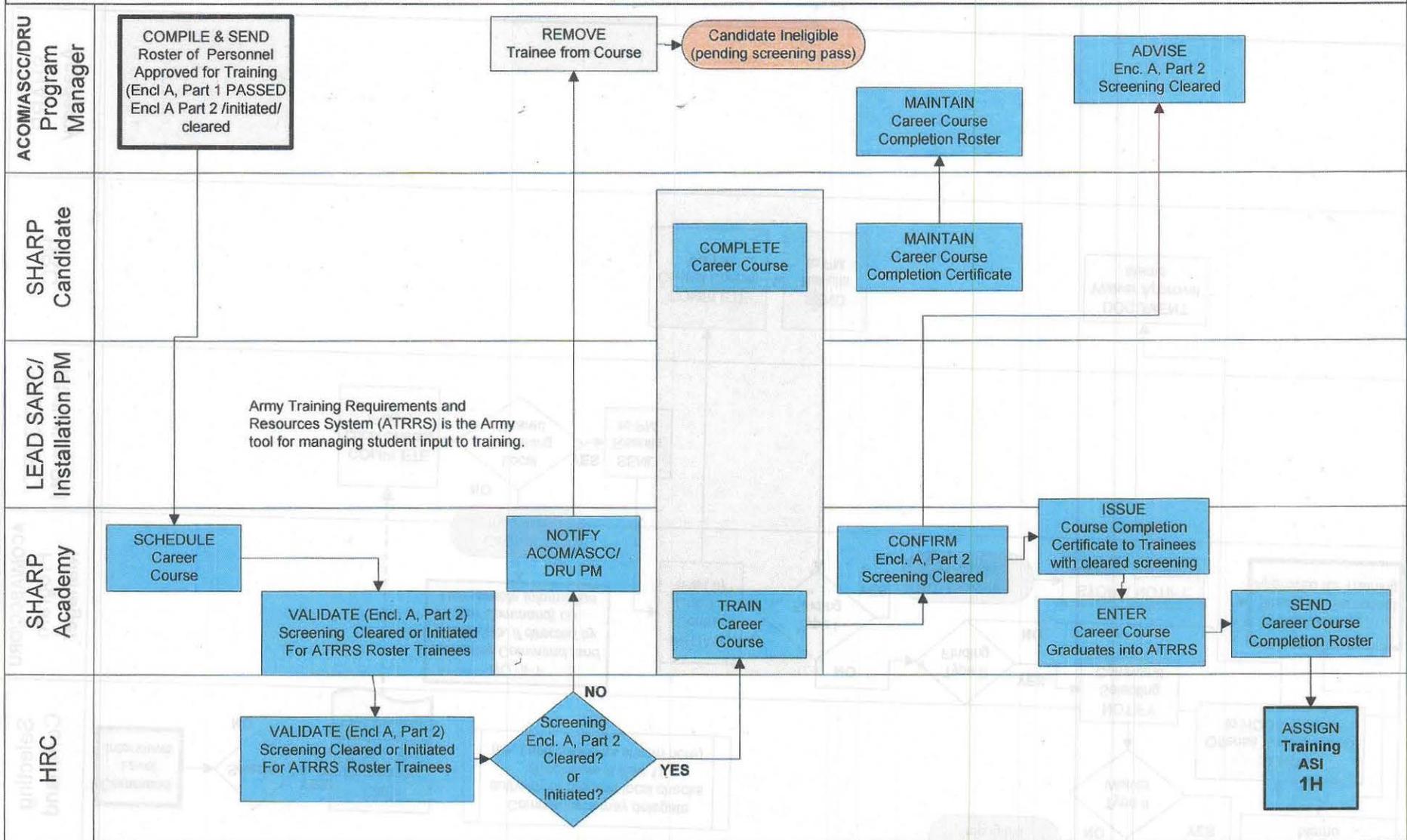
# SHARP MIL Personnel Selection and Screening Process

# ENCLOSURE E



# SHARP MIL Personnel Career Course and ASI:1H Assignment Process

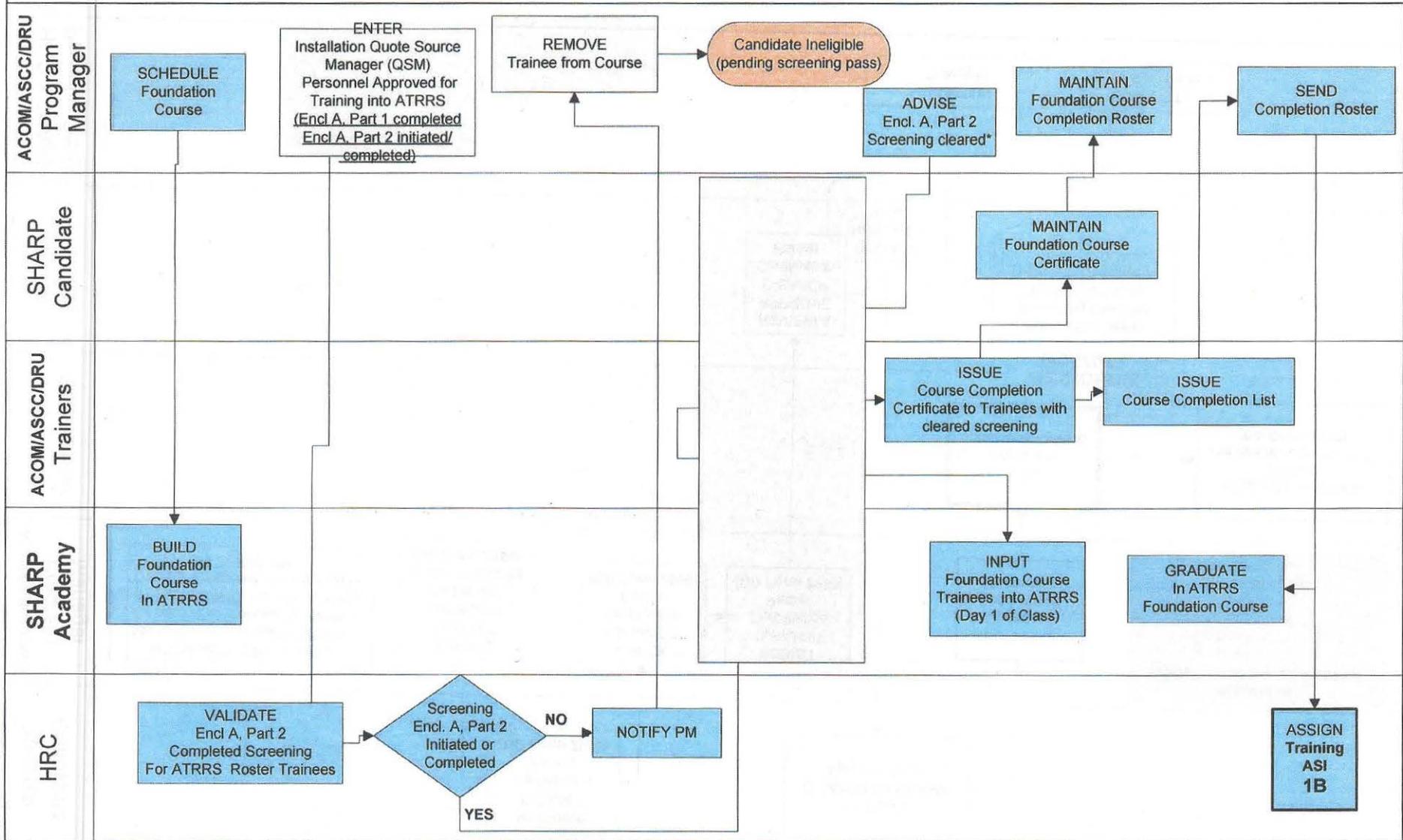
ENCLOSURE F



- 1 - Commanders will only nominate Soldiers with cleared local screening (Encl. A, Part 1) to ACOM/ASCC/DRU SHARP PMs for SHARP training.
- 2 - SHARP PMs will only authorize Soldiers with initiated or cleared broadened HRC screening (Encl. A, Part 2) to attend SHARP training.

# SHARP MIL Personnel Foundation Course and ASI:1B Assignment Process

ENCLOSURE G

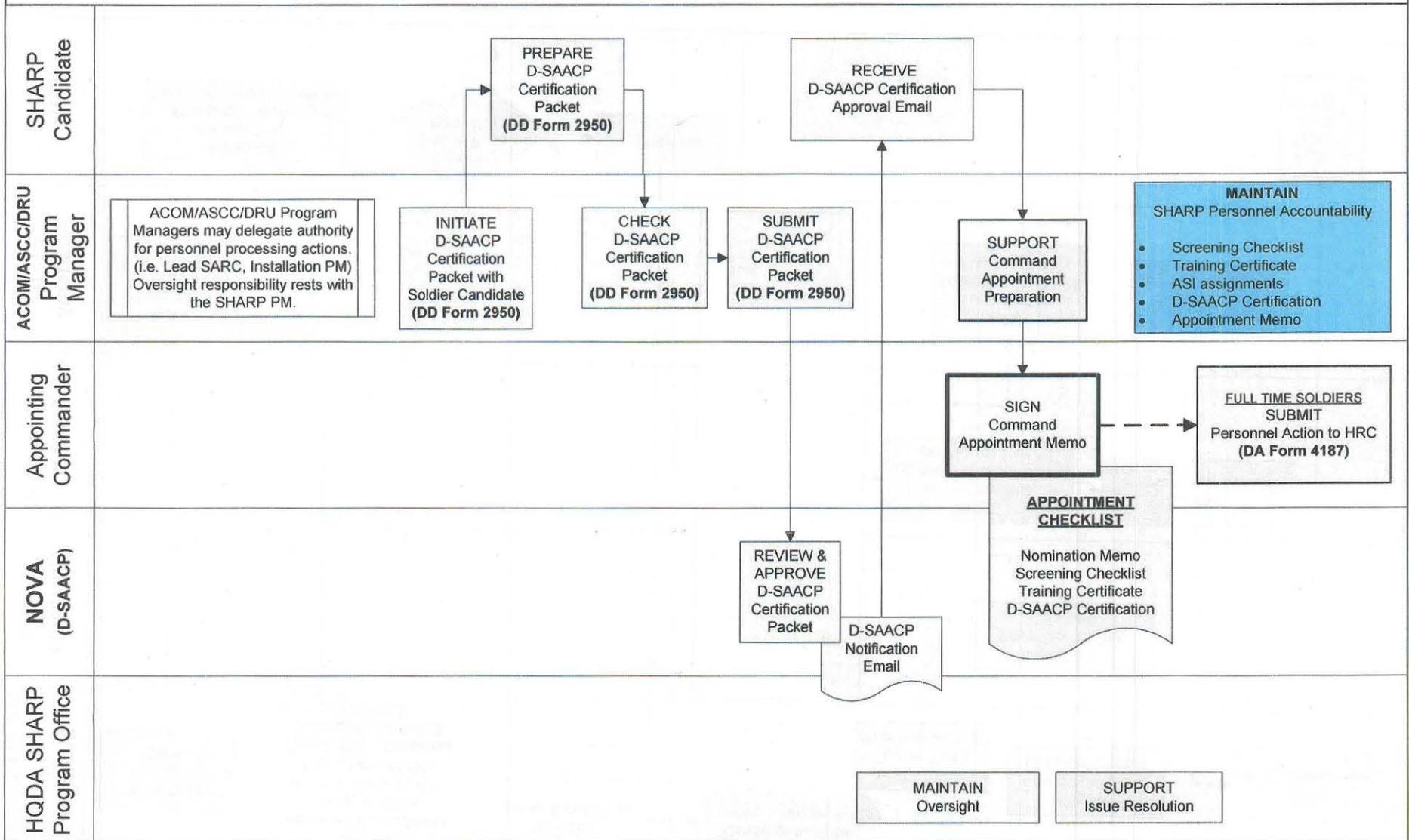


Army Training Requirements and Resources System (ATRRS) is the Army tool for managing student input to training.

\*Encl. A, Part 2 Failed screening – remove from class, do not issue training certificate

# SHARP MIL & CIV Personnel Certification and Command Appointment Process

ENCLOSURE H



**Enclosure I: SARC and SHARP VA Requirements Checklist**

**HQDA Sexual Harassment Assault Response and Prevention (SHARP)  
Mandatory Requirements for SARC and SHARP VA Positions  
(Military and Civilian)**

<b>Name:</b>	<b>Date:</b>	Military <input type="checkbox"/> or Civilian <input type="checkbox"/> Full Time SARC <input type="checkbox"/> Full Time VA <input type="checkbox"/> Collateral Duty SARC <input type="checkbox"/> Collateral Duty VA <input type="checkbox"/> Collateral Duty VR <input type="checkbox"/>
--------------	--------------	---

The following checklist will be used to track compliance with requirements for being appointed to perform SARC or SHARP VA duties utilizing a PASS or FAIL system. A FAIL for any requirements is disqualification for serving in a SHARP Position. A memo signed by the appropriate appointing other (Enc. C (Soldiers) or Encl. D (Civilians) is mandatory for a waiver of a Type II finding. An approved Exception to Policy for a Rank or Grade waiver requires approval from the HQDA Director, SHARP.

REQUIREMENTS	CRITICAL ITEM (X)	IN COMPLIANCE (PASS or FAIL) FAIL = STOP	REMARKS
1. Command Interview	X	PASS FAIL	
2. Military Local Screening (Enclosure A Part 1) Note 1: Military only Note 2: Completed locally	X	PASS FAIL	
3. Military HRC Screening (Enclosure A Part 2) Note 1: Military only Note 2: Submitted to HRC by ACOM/ASCC/DRU SHARP PM (uasamy.knox.hrc.mbx.epmd-ebss@mail.mil)	Type 1 Finding (Type 1 finding requires a waiver staffed to the SecArmy (IAW EXORD 193-14 (Screening for SHARP Program Personnel and other in Positions of Significant Trust))	X PASS FAIL	For Military: A completed and signed copy of Enclosure A: Part 1 and Part 2 is initiated or passed for to attend SHARP training.
	Type 2 Finding with GO/SES waiver	X PASS FAIL	
4. Civilian Screening completed by Civilian Personnel Advisory Center and approved by the appointing authority (Enclosure B)	X	PASS FAIL	For Civilians: A completed and signed copy of Enclosure B is required to attend SHARP training.
5. Successfully Completed SHARP Training	5.a. SHARP Foundation Course (collateral duty SARCs and VAs or VRs)	X PASS FAIL	
	5.b. SHARP SARC/VA Career Course (full time SARCs and VAs)	X PASS FAIL	
6. ASI Assigned (Military only)	6.a. 1B - SHARP Foundation Course (collateral duty SARCs and VAs)	X PASS FAIL	
	6.b. 1H - SHARP SARC/VA Career Course (full time SARCs and VAs)	X PASS FAIL	
7. D-SAACP Certification	X	PASS FAIL	
8. Appointment Memo to a SHARP Position			
8.a. SARC	8.a.1. DA Form 4187 (Personnel Action) for Military SARC full time stabilization	X PASS FAIL	HQDA Approved ETP?
	8.a.2. SARC (GS-11, MAJ, CW3, SFC or higher)	X PASS FAIL	
	8.a.3. SARC Appointment Orders signed by a GO or SES	X PASS FAIL	
8.b. Victim Advocate	8.b.1. DA Form 4187 (Personnel Action) for Military VA full time stabilization	X PASS FAIL	HQDA Approved ETP?
	8.b.2. VA (SSG, 1LT, CW2, GS9; or higher)	X PASS FAIL	
	8.b.3. VA Appointment Orders signed by an O-6 or GS-15	X PASS FAIL	

**HQDA Sexual Harassment Assault Response and Prevention (SHARP)  
Mandatory Requirements for SARC and SHARP VA Positions  
(Military and Civilian)**

<b>Name:</b>	<b>Date:</b>	Military <input type="checkbox"/> or Civilian <input type="checkbox"/> Full Time SARC <input type="checkbox"/> Full Time VA <input type="checkbox"/> Collateral Duty SARC <input type="checkbox"/> Collateral Duty VA <input type="checkbox"/> Collateral Duty VR <input type="checkbox"/>
--------------	--------------	---

The following checklist will be used to track compliance with requirements for being appointed to perform SARC or SHARP VA duties utilizing a PASS or FAIL system. A FAIL for any requirements is disqualification for serving in a SHARP Position. A memo signed by the appropriate appointing other (Enc. C (Soldiers) or Enc. D (Civilians) is mandatory for a waiver of a Type II finding. An approved Exception to Policy for a Rank or Grade waiver requires approval from the HQDA Director, SHARP.

A copy of this document and supporting documents will be maintained by the ACOM/ASCC/DRU SHARP PM and the Installation Lead SARC for their respective Area of Responsibility.