



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND-PACIFIC
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
745 WRIGHT AVENUE, BUILDING 107, WHEELER ARMY AIRFIELD
SCHOFIELD BARRACKS, HAWAII 96857-5000

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MEMORANDUM FOR All Military Personnel and Department of Defense (DoD) Civilian Employees within United States Army Garrison, Hawaii (USAG-HI)

SUBJECT: Policy Memorandum USAG-HI-20, Sexual Harassment/Assault Response and Prevention (SHARP) Program

1. References.

a. AR 600-20 Chapter 7, Sexual Harassment/Assault Response Program (SHARP), 24 July 20.

b. DoD Instruction 6495.02 Sexual Assault Prevention and Response Program (SAPR), 28 Mar 13, Incorporating Change 4, Effective 11 September 20.

2. Applicability. This policy applies to all Soldiers, DoD Civilians, Family members, contractors, and other personnel who work on, reside on, or visit any U.S. Army installations, facilities, or work sites in Hawaii.

3. Purpose. USAG-HI provides a safe environment for all personnel assigned to or supporting this command. This policy promotes a command climate that encourages victims to report incidents of sexual assault and harassment without fear of retribution, intimidation, or retaliation. Soldiers and Civilians are the cornerstone of our combat readiness in Hawaii. Providing a safe and inclusive environment is essential to the USAG-HI mission.

4. Policy.

a. AR 600-20, Chapter 7, Sexual Harassment/Assault Prevention and Response Program (SHARP), establishes Army policy for this program. The policy is designed to reinforce the Army's and USAG-HI's leadership commitment to eliminate incidents of sexual harassment or assault through a comprehensive program centering on awareness, prevention, training, education, victim advocacy, response, reporting, accountability, and inclusivity. Leaders at every level must be committed to creating and maintaining an environment promoting productivity and respect for human dignity. These unacceptable actions erode trust, destroy teamwork, and negatively affect combat readiness. Sexual harassment and assault are punishable under the Uniform Code of Military Justice (UCMJ) and other federal and local laws. We will hold ourselves accountable.

IMHW-ZA

SUBJECT: Policy Memorandum USAG-HI-20, Sexual Harassment/Assault Response and Prevention (SHARP) Program

5. Sexual harassment and sexual assault are unacceptable, and contradict the values of the Army and our organization. As Garrison Commander, I am fully committed to the Garrison SHARP Program, and to ensuring a safe living and working environment for the entire Garrison Ohana (Soldiers, Civilian employees, and Family members). Ultimately, the Garrison team must understand and ensure that incidents of sexual harassment or sexual assault or associated retaliatory behaviors will not be tolerated, condoned or ignored. Sexual harassment and sexual assault destroy teamwork and negatively affect combat readiness and are punishable under UCMJ and federal and civilian laws. Everyone must be treated with dignity and respect; consider all allegations of inappropriate behavior with the utmost seriousness, protect the privacy of victims, motivate bystanders to intervene, and hold offenders accountable. Sexual assault, sexual harassment, and retaliation for reporting such incidents is unacceptable and will not be allowed.

6. Preventing sexual harassment and sexual assault is everyone's responsibility. Leaders at every level will set the example, and are responsible for providing a safe environment for those in their charge. Leaders are in the best position to mentor their subordinates in an effort to prevent incidents of sexual harassment and assault before they occur. Leaders will report all allegations of sexual assault to the appropriate authorities. In addition, leaders will examine all allegations of sexual assault, sexual harassment and retaliation and ensure these incidents are reported to their unit Sexual Assault Response Coordinators (SARC). Leadership is expected to swiftly address allegations of sexual harassment, sexual assault and retaliation. An employee who believes he or she has been subjected to sexual harassment or sexual assault should report incidents to the appropriate management official and SHARP office.

7. Sexual harassment isolates and marginalizes valuable members of the Garrison team, eroding trust and cohesion and inhibiting unit readiness. Complaints of sexual harassment by service members or their Family members may be filed through the chain of command, next higher echelon command, or SHARP representative. DoD Civilian employees that want to pursue administrative actions must file complaints through their management officials, or the Equal Employment Office (EEO). Commanders at all levels, along with the complainants, will follow the procedures for filing anonymous, informal, or formal complaints outlined in AR 600-20, Army Command Policy and AR 690-600, Equal Employment Opportunity Discrimination Complaints.

There are three types of complaints:

a. A anonymous complaint is a complaint that is made from an unknown source, the individual is not required to divulge any personally-identifiable information. All anonymous complaints are referred to the subjects' Brigade Commander for evaluation.

IMHW-ZA

SUBJECT: Policy Memorandum USAG-HI-20, Sexual Harassment/Assault Response and Prevention (SHARP) Program

b. An informal complaint is one that a complainant does not wish to file in writing. It is not subject to a timeline, and the complainant and/or the full-time Brigade SARC address resolution at the lowest level.

c. A formal complaint is one that a complainant files in writing and swears to the accuracy of the information. Active duty Soldiers have 60 calendar days and DA Civilian employees have 45 calendar days from the date of the incident to file a complaint of sexual harassment. To ensure strict impartiality, all formal sexual harassment complaints will be delivered to the brigade commander. When the Brigade Commander initiates an investigation, disposition and resolution are addressed at the command level, and complaint processing is documented in the database known as Incident Case Reporting System (ICRS).

8. A civilian employee who has been sexually assaulted should report the abuser to law enforcement and may ask the SHARP office for a referral to civilian resources. Children under the age of 18 should report to the Family Advocacy Program. Children under the age of 18 do not have restricted reporting options. A Soldier and active duty eligible Family Members over the age of 18 who have been sexually assaulted have two distinct reporting options:

a. Restricted reporting. Restricted reporting is kept confidential, allowing the victim to receive medical care and behavioral health services without notifying the command or law enforcement. No official investigation is possible if the report remains restricted. Only SHARP Specialists (SARC or Victim Advocate (VA)), medical and behavioral health care professionals can be notified if the victim wishes to keep the sexual assault report restricted.

b. Unrestricted reporting. This option allows the victim to receive medical and behavioral health care. In addition, the Criminal Investigation Division (CID) will initiate an investigation. The command will also be notified. Unrestricted reports should be made to a SARC or VA. The victim may request an expedited transfer if it is in their best interests. The victim will be able to receive a Sexual Assault Forensics Examination (SAFE) whether the report is restricted or unrestricted. With an unrestricted report, details regarding the incident are limited to only those personnel with a legitimate need to know.

8. The command will not tolerate retaliation against an individual who reports a protected SHARP-related communication. Encourage sexual assault survivors, witnesses, intervening bystanders, SARCs, VAs, first responders, or other parties to the incident who experience any retaliation or reprisal stemming from the incident to report

IMHW-ZA

SUBJECT: Policy Memorandum USAG-HI-20, Sexual Harassment/Assault Response and Prevention (SHARP) Program

the matter to their SARC, VA, Inspector General, Special Victims Counsel, or law enforcement. O-5 and higher commanders or Department of the Army Civilian equivalent will develop a plan to immediately address the allegations of reprisal or retaliation and forward the plan to the Commander, USAG-HI and USAG-HI SHARP SARC. If you see something, say something.

9. This command will treat all victims of sexual assault and sexual harassment with dignity, fairness, and respect. We will treat every reported sexual assault, sexual harassment, and retaliation incident seriously and follow the guidelines listed below:

a. As soon as commanders, directors and leaders are notified of an allegation of sexual assault, they will immediately contact the CID and then call their brigade/organization's SARC. Leaders will account for the rights of both the survivor and the accused. All reports of sexual assault will be reported within 24-hours in accordance with USARHAW Policy Letter #08, Prevention of Sexual Harassment and Sexual Assault. Commanders will submit a Sexual Assault Incident Response Oversight Report (SAIRO) for unrestricted reports of sexual assault within eight calendar days of the incident report.

b. Commanders will hold offenders accountable, provide compassionate care for victims and protect the rights and privacy of survivors. Allegations of sexual assault, sexual harassment or retaliation will be thoroughly and professionally investigated.

c. Commanders, Directors, Office Chiefs, and leaders will create a culture of trust in which everyone can thrive and achieve their full potential. Commanders, Directors, Office Chiefs, and leaders must support annual Sexual Assault Awareness Prevention Month (SAAPM) events and SHARP campaign lines of effort.

d. All Commanders, Directors, Office Chiefs, and leaders will recognize that victims of sexual assault have the right to be treated with fairness, respect, dignity, and privacy. They have the right to be provided with a confidential avenue for reporting incidents, reasonably protected from the offender and to receive advocacy services, legal services, medical treatment, and counseling.

e. All Commanders, Directors, Office Chiefs, and leaders will facilitate annual SHARP training with the assistance of a Department of Defense Sexual Assault Advocate Certification Program (D-SAACP) SARC or VA, appointed in writing, for all Soldiers and Civilian employees within their command. All new commanders and first sergeants will be briefed on SHARP within 30 days of assumption of command. Commanders and directors will ensure that all Soldiers and DA Civilians are briefed annually. Senior Leaders and First Responders will receive additional training annually

IMHW-ZA

SUBJECT: Policy Memorandum USAG-HI-20, Sexual Harassment/Assault Response and Prevention (SHARP) Program

in correlation to their duty position. The SHARP representative can be contacted at (808) 655-9433.

f. Commanders, Directors, Office Chiefs, and leaders will hold everyone accountable for their behavior, actions and inaction. I strongly encourage bystander intervention when necessary to support our culture of trust.

10. In training and in combat, our lives are frequently in the hands of others. Trust is imperative; it is the foundation for teamwork, cohesion, and disciplined execution of the mission. The bedrock of trust is the Golden Rule – treat others as we expect to be treated – together with adherence to the seven Army Values, the Warrior Ethos, and the Soldiers’s and Civilian’s Creeds. I expect everyone, at all times to treat to others with dignity and respect. I will not tolerate unlawful discrimination or unfair treatment against fellow Soldiers and our Civilian teammates. Every Garrison employee must have the personal courage to intervene, act, and motivate others to “Take A Stand” in order to eradicate sexual assault, sexual harassment, and discrimination. If you need immediate assistance, call the U.S. Army Hawaii SHARP Hotline at (833) 727-2808.

11. This policy memorandum supersedes policy memorandum USAG-HI-20, SAB, dated 02 Apr 20, and remains in effect until rescinded or superseded in writing.

12. Proponent. The proponent for this policy is the Garrison SHARP office. Direct questions concerning this policy to the Garrison Sexual Assault Response Coordinator (SARC) at (808) 655-9433.

DANIEL MISIGOY
COL, LG
Commanding

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