



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT #15228
APO AP 96271-5228

EAMB-SHA

11 July 2025

MEMORANDUM FOR All U.S. Army Garrison-Humphreys Assigned Soldiers,
KATUSAs, Civilian Employees, and Family Members

SUBJECT: Command Policy #07 - U.S. Army Garrison-Humphreys, Sexual
Harassment/Assault Response and Prevention (SHARP) Program

1. References:

- a. Army Regulation (AR) 600-52, Sexual Harassment/Assault response and Prevention Program.
- b. AR 27-10, Military Justice, 20 March 2024.
- c. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 1 September 2024.
- d. USFK Command Policy Letter #2, Sexual Assault Prevention and Response (SAPR), 24 February 2022.
- e. Eighth Army Command Policy Letter #12, Sexual Harassment/Assault Response and Prevention (SHARP) Program, 20 September 2024.
- f. USFK Instruction (USFKI) 1400.01, Civilian Policies and Procedures - Korean Nationals, 1 July 2017.

2. Purpose: This memorandum establishes the Sexual Harassment/Assault Response and Prevention (SHARP) policy for U.S. Army Garrison-Humphreys in accordance with AR 600-52. The purpose of this policy is to:

- a. Define expectations for maintaining a professional, safe, and respectful work environment.
- b. Clearly outline prohibited behaviors and the consequences for violations.
- c. Ensure that all personnel understand their responsibilities in preventing and responding to sexual harassment and sexual assault.
- d. Emphasize leadership accountability in creating a workplace free from these

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harmful behaviors.

- e. Provide detailed reporting options and support resources for victims.

This policy applies to all military personnel, Department of the Army (DA) civilians, contractors, and individuals affiliated with this command. All personnel are responsible for fostering an environment of dignity and respect.

Sexual harassment and sexual assault erode unit cohesion, degrade morale, and directly impact mission readiness. As members of the United States Army, we are expected to hold ourselves and each other to the highest standards of conduct. This command has a zero-tolerance policy for sexual harassment, sexual assault, and retaliation.

3. General:

- a. As the United States Army Garrison- Humphreys Commander, I am committed to the Army's SHARP program and maintaining a safe environment for all personnel assigned to or supporting this Brigade. This policy promotes a command climate where incidents of sexual harassment and sexual assault and any associated retaliatory behavior will not be tolerated. Anyone who is suffering from these types of behaviors are encouraged to report without fear of retribution, retaliation, or intimidation. Our SHARP program promotes positive social norms, builds essential skills like empathy and communication, and creates safe environments for all personnel. Leaders are responsible for ensuring everyone understands this policy and their role in upholding these standards and will prominently display this policy on unit SHARP bulletin boards and in all work areas.

- b. Leaders at all levels are critical to fostering a safe environment and preventing sexual harassment and assault. They must proactively eliminate risk factors in all areas within their command and mentor their subordinates to prevent incidents. In cases where prevention is not successful, commanders and leaders must ensure that victims have access to prompt, professional, and compassionate care that includes dignity, fairness, and respect. Furthermore, leaders must be well-versed in SHARP regulation, available resources, and roles and responsibilities of the Sexual Assault Response Coordinators (SARCs), Victim Advocates (VAs), and the Army Victim Witness (Liaison) Assistance Program (VWAP) as outlined in AR 600-52.

- c. Leaders will educate personnel on mandatory reporting requirements and ensure that information about the DoD Safe Helpline and other resources that can maintain a victim's confidentiality are widely publicized so that victims have avenues to discuss

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sexual harassment and sexual assault without triggering an investigation.

d. Sexual assault and sexual harassment are criminal offenses and are punishable under the UCMJ, other Federal, State, and local laws that have impact on program, and retaliation is punishable under the UCMJ. Everyone, regardless of their employment category, has the right to report criminal offenses with protected communication. Anyone suffering from these types of behaviors are encouraged to report without fear of retribution, retaliation, or intimidation. Leaders will protect individuals who file complaints of sexual harassment or report a sexual assault, from threats or acts of retaliation, reprisal, ostracism, or maltreatment.

4. Discussion:

a. Sexual Harassment

1. AR 600-52 defines sexual harassment to mean any conduct of the following:

(a) Conduct that involves unwelcome sexual advances, requests for sexual favors, and deliberate or repeated offensive comments or gestures of a sexual nature when-

(1) Submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career; or

(2) Submission to or rejection of such conduct by a person is used as basis for career or employment decisions affecting that person; or

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

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

(b) Any use or condonation, by any person in a supervisory or command position, of any form of sexual behavior to control, influence, or affect the career, pay, or job of a member of the Armed Forces or a Civilian employee of the Department of Defense (DoD).

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(c) Any deliberate or repeated unwelcome verbal comments or gestures of a sexual nature by any member of the Armed Forces or Civilian employee of the DoD.

(1) There is no requirement for concrete psychological harm to the complainant for behavior to constitute sexual harassment. Behavior is sufficient to constitute sexual harassment if it is so severe or pervasive that a reasonable person would perceive, and the complainant does perceive, the environment as hostile or offensive.

(2) Sexual harassment can occur through electronic communications, including social media, other forms of communication, and in person.

(3) The use of disparaging and/or sexualized terms may contribute to an unlawful hostile environment and thus will not be tolerated. Leaders at all levels will protect their teams against sexual harassment and proactively ensure that their environments are free from all forms of sexual harassment.

(4) Leaders who fail to address complaints or document sexual harassment may also be subject to punitive and/or adverse administrative action. Commanders will consult with their supporting SJA before taking action on sexual harassment offenses.

2. All sexual harassment Victims have the right to speak to a SHARP Professional (SARC and VA). Communication between the Victim and the SHARP Professional is confidential and protected under Military Rule of Evidence (MRE) 514.

3. Military personnel and their adult dependents (18 years old and older) have the right to present a sexual harassment complaint to the command without fear through the BDE SHARP (Direct Support Team (DST)) Office by dialing DSN (315) 755-2770/1071.

4. DOD Civilians should report any instance of sexual harassment to the Equal Employment Opportunity (EEO) Office, IAW AR 690-600. The EEO can be contacted at DSN: (315) 755-2060 Alternate (315) 755-2066/2070 (Area III) Email: usarmy.humphreys.id-pacific.mbx.eeo@army.mil

5. Korean Government Service (KGS) Employees should report any instance of

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sexual harassment to their supervisor or management and follow the grievance process outlined in USFK 1400.01, Enclosure M.

b. Sexual Assault

1. AR 600-52 defines sexual assault as a crime. Sexual assault is intentional sexual

contact characterized by use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. The term includes a broad category of sexual offenses consisting of the following UCMJ offenses; rape, sexual assault, aggravated sexual contact, abusive sexual contact, or attempts to commit these offenses. Sexual assault can occur without regard to gender or spousal relationship or age of victim. Failure by the victim to offer physical resistance is not "Consent." There are two reporting options for sexual assault: restricted reporting and unrestricted reporting.

2. Service Members and Adult dependents (18 years old and older),

who are victims of sexual assault can choose between an Unrestricted Report or a Restricted Report.

3. DoD civilian employees may file Restricted and Unrestricted Reports of sexual assault to the extent provided for in Appendix to Enclosure 4 of reference (1b).

4. Adult dependents (18 years of age and older) of civilian employees, stationed

OCONUS and who are eligible for treatment in the MHS at military installations or facilities OCONUS are only eligible to make an Unrestricted Report of sexual assault and will be offered limited SAPR services.

5. U.S. citizen DoD contractor personnel, when they are authorized to accompany

the Armed Forces in a contingency operation OCONUS and their U.S. citizen employees, only have the Unrestricted Reporting option and will be offered limited SAPR services.

6. Reports can be filed through the BDE SHARP (DST) DSN: (315) 755-2770/1071 24/7 8A SHARP hotline DSN158 or 0503-363-5700, or the DOD Safe Helpline 877-995-5247. Reporters of sexual assault have the right to report acts or threats of retaliation and reprisal to the BDE SHARP DST at DSN (315) 737 2280/2282 or 8A Inspector General (IG) at DSN: (315) 755-2000. Additional resources to support victims can be found at www.safehelpline.org and www.preventsexualassault.army.mil.

7. All sexual assault victims have the right to speak to a Special Victim Counsel

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(SVC) and a SHARP Professional (SARC and VA). Communication between the Victim and the SHARP Professional is confidential and protected under Military Rule of Evidence (MRE) 514.

8. In accordance with DD Form 2701 (Initial Information for Victims and Witnesses of Crime) all Victims of sexual assault are afforded certain Victim's Rights, some of these rights include but are not limited to a reasonable protection from the accused, being treated with fairness and respect for dignity and privacy, and proceedings free from unreasonable delay. More information can be found on DD Form 2701 (Initial Information for Victims and Witnesses of Crime). Victims of sexual assault or sex related offenses have additional rights, which include right to an SVC, if eligible; victim jurisdiction preference election; notification of significant events in the court-martial process; and notification of command disciplinary action for sex-related offenses not referred to court-martial. Policies pertaining to these rights are prescribed in the Manual for Courts-Martial, DoDI 1030.02, and AR 27 – 10. Practitioners must consult these references for what is required by these policies.

5. Responsibilities:

a. United States Army Garrison- Humphreys members will:

1. Promote the SHARP program for all Soldiers, KATUSAs, civilian employees, and their families.

2. Ensure swift and appropriate action is taken to resolve complaints of sexual harassment or allegations of sexual assault by Soldiers or their dependents.

3. Allow the assigned BDE SARC full access to all DRUs and other subordinate units to provide guidance and advice concerning SHARP related concerns or issues.

b. Commanders and senior enlisted advisors of all Units will:

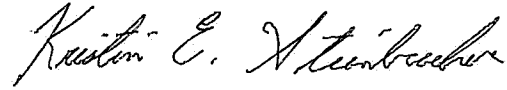
1. Ensure that commanders and senior leader advisors (command sergeants major and first sergeants) at every level understands this policy and that a copy of this policy will be posted on the unit's SHARP bulletin board and in all work areas.

2. Coordinate with the SHARP DST for the Leaders' Deskside Brief within 30 days of assuming command.

6. The point of contact for this memorandum and any questions or concerns can be addressed to the 8A SHARP DST SARC: Dr. Jona Y. Halili-Moudy (315) 755-2770, or 8A VA: Mr. Paul J. Rutledge (315) 755-1071.

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A handwritten signature in black ink, reading "Kristin E. Steinbrecher". The signature is written in a cursive style with a large, stylized 'K' and 'S'.

KRISTIN E. STEINBRECHER
COL, AD
Commanding