



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT JACKSON
2400 JACKSON BOULEVARD
FORT JACKSON, SOUTH CAROLINA 29207-5015

AMIM-FJG-SH (600)

03 July 2023

MEMORANDUM FOR All Personnel, United States Army Garrison (USAG), Fort Jackson, SC

SUBJECT: USAG Policy Memorandum #9 - Sexual Harassment/Assault Response and Prevention (SHARP) Program

1. References:

a. DoDI 6495.02-Vol 2 (Sexual Assault Prevention and Response: Education and Training)

b. DoDI 1020.03 (Harassment Prevention and Response in the Armed Forces)

c. AR 690-600 (Equal Employment Opportunity Discrimination Complaints)

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

e. Army Directive 2018-23 (Improving Essentials Programs)

f. AR 600-20 (Army Command Policy, Chapter 7, Para 7-5 o-s)

2. Applicability: This policy applies to all Soldiers, Department of the Army (DA) Civilians, Family members, contractors.

3. The Army has zero tolerance for sexual harassment and sexual assault, which are both incompatible with Army values. This policy reinforces the Army's commitment to eliminate sexual harassment and sexual assault through a comprehensive program of awareness, prevention, training, education, victim advocacy, response, reporting, and accountability. Leaders at every level must be committed to creating and maintaining a positive command climate that promotes productivity and fosters dignity and respect for others. Sexual harassment and sexual assault are unacceptable actions that erode trust, destroy teamwork, and negatively affect Army readiness. This is a call to action and strongly encourages bystander intervention to prevent sexual harassment and sexual assault. There are three common ways to intervene: (1) to act directly; (2) to distract persons involved to alter the situation; (3) to encourage someone better equipped to intervene in an inappropriate or dangerous situation.

AMIM-FJG-SH (600)

SUBJECT: USAG Policy Memorandum #9 - Sexual Harassment/Assault Response and Prevention (SHARP) Program

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

5. Sexual harassment is defined as conduct that involves unwelcomed sexual advances or requests for sexual favors; and deliberate or repeated offensive comments or gestures of a sexual nature when:

a. submission to such conduct is either explicitly or implicitly made a term or condition of a person's job, pay or career; or

b. submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; or

c. such conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment; or

d. is so severe or pervasive that a reasonable person would perceive the environment as hostile or offensive.

6. Sexual assault is defined as intentional sexual contact, characterized by use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. A civilian employee who has been sexually assaulted should report the assault to law enforcement, the Equal Employment Opportunity Office (if there is a connection to the workplace) or ask the SHARP office for a referral to available civilian resources to supplement SHARP services open to non-military personnel. All victims who contact SHARP professionals for assistance will receive all necessary assistance using the "No Wrong Door" approach to victim advocacy, support, and access to resources permitted by law and policy.

7. Soldiers and eligible active-duty Family members, 18 years old or older, who contact SHARP professionals for assistance will receive all necessary assistance, support, and

AMIM-FJG-SH (600)

SUBJECT: USAG Policy Memorandum #9 - Sexual Harassment/Assault Response and Prevention (SHARP) Program

access to resources permitted by law and policy. Soldiers and eligible Family members, who have been sexually assaulted, have two distinct reporting options:

a. **Restricted Reporting:** Restricted reporting allows Soldiers and eligible active-duty Family members 18 years old or older who are sexual assault victims to disclose the details of their assault to specifically identified individuals on a confidential basis, and to receive medical treatment and counseling without triggering an official investigation. Soldiers and eligible Family members who are sexually assaulted and desire restricted reporting should report the assault to their Sexual Assault Response Coordinator (SARC), Victim Advocate (VA), or a healthcare provider. DA Civilians and contractors do not have the restricted reporting option.

b. **Unrestricted Reporting:** Unrestricted reporting allows Soldiers and eligible Family members 18 years old or older who are sexually assaulted and desire medical treatment, counseling, and an official investigation of allegations to use current reporting channels (the chain of command or law enforcement) or to report the incident to the SARC or the on-call VA.

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

a. Commanders or supervisors, upon notification of an allegation of sexual assault, will immediately contact their local SARC for guidance, and notify Criminal Investigative Division (CID). Leaders will protect the rights of both the victim and the accused. SHARP personnel will provide victim's rights using DD Form 2701, Initial Information for Victims and Witnesses of a Crime. Commanders will submit a Sexual Assault Incident Response Oversight (SAIRO) Report within eight calendar days of the incident.

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

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

AMIM-FJG-SH (600)

SUBJECT: USAG Policy Memorandum #9 - Sexual Harassment/Assault Response and Prevention (SHARP) Program

d. Commanders will ensure that a Memorandum of Agreement exists with civilian law enforcement agencies that establishes relationships and allows open lines of communication between installation law enforcement and civilian law enforcement for information sharing regarding sexual assaults and victims.

9. Per reference 1d, all commanders and senior enlisted advisors will meet with the SARC for a one-on-one SHARP briefing within 30 days of taking command or change of responsibility. The briefing will include a trend analysis brief for the unit and area of responsibility, confidentiality, and "official need-to-know" requirements for both unrestricted and restricted reporting, and the requirements of the SAIRO report. Commanders will also use the Defense Equal Opportunity Climate Survey to identify SHARP issues and take immediate action on items identified as amber or red. Commanders and directors will ensure that all Soldiers and DA Civilians are trained annually in accordance with Ref 1c and document their attendance in the IMCOM G3-5-7 mandatory training data call SharePoint web page. Commanders will also participate in local monthly Sexual Assault Review Board (SARB) meetings held by the installation senior commander and use it as a tool to support their SHARP programs.

10. Per reference 1f, commanders will determine the duration, location, and means for conducting SHARP annual refresher training. Leaders will lead annual training with the assistance of credentialed SHARP professionals. Leaders will facilitate the discussion as directed, not just participate in training. A leader is anyone in a supervisory position. Contractors and local nationals are optional, but highly encouraged to attend training, but not required to report as mandatory training. Commanders will offer this training to military Family members ages 18 and over. IMCOM's goal is to have 90% of all DA Civilians (APF and NAF full-time employees) and military trained by 1 August and 100% trained by 1 September. Contractors and local nationals may attend training if the government and contractor supervisor have agreed on the training and time management, or the training is otherwise required under the contract. Commanders will offer training monthly; the training is valid for one year. In addition, all DES personnel will receive annual SHARP first responder training that covers how to respond to a sexual assault and how to offer resources to victims.

11. This command will not tolerate retaliation or reprisal (any act of retaliation) against an individual who makes a protected SHARP-related communication. The definition of retaliation is as follows:

a. when any person subject to UCMJ or Federal law wrongfully takes or threatens to take an adverse personnel action; or

AMIM-FJG-SH (600)

SUBJECT: USAG Policy Memorandum #9 - Sexual Harassment/Assault Response and Prevention (SHARP) Program

b. wrongfully withholds or threatens to withhold a favorable personnel action with the intent to discourage; or

c. retaliate against a person reporting or planning to report a criminal offense; or

d. making or planning to make a protected communication.

12. Every DoD employee and military member has the right to report criminal offenses with a protected communication. The Inspector General will investigate all reports of retaliation.

13. The Department of Defense Sexual Assault Prevention and Response Office (SAPRO) has established a Safe Helpline so members of the DoD community impacted by sexual assault can discuss their situation and concerns freely without worry that their information will be shared with the DoD or their chain of command. If individuals need immediate assistance, call the local SARC or Victim Advocate. Individuals can also call the DoD Safe Helpline at (877) 995-5247; go online at <https://safehelpline.org/> to get confidential help, or download the DoD approved Safe Helpline application on their phone for immediate anonymous and confidential support. All Safe Helpline services are anonymous, confidential, and tailored to support members of the DoD community and their loved ones affected by sexual assault. Anonymous means that individuals can access the Safe Helpline without sharing any personal information. Confidentiality means that in most cases the personal information shared will receive protection from disclosure. Additional available resources to support victims and complainants: Fort Jackson 24/7 Victim Advocacy Program at (803) 543-3085; Chaplain Family Life Center (803) 751-4979; Military One Source (800) 342-9647; Pathways to Healing (803) 790-8208.

14. All full-time SHARP personnel will be appointed in writing, trained, certified and prepared to perform installation-wide advocacy duties as soon as possible (goal is six months). Once credentialed, all SARCs will be appointed by their ID Director (SES level or O6 Acting Director) and VAs will be appointed by the first O6/GS-15 in the chain of command. SHARP appointments will not be delegated lower. The IMCOM SHARP Program Manager, upon request, will provide an approval recommendation for every appointment action verifying that the individual has never had credentials revoked or suspended and validate background documentation from their local Civilian Personnel Advisory Center.

AMIM-FJG-SH (600)

SUBJECT: USAG Policy Memorandum #9 - Sexual Harassment/Assault Response and Prevention (SHARP) Program

15. All federal crime victims have the following rights:

- a. to be treated with fairness and respect for their dignity and privacy;
- b. to be reasonably protected from the accused offender;
- c. to be notified of court proceedings;
- d. to be present at all public court proceedings related to the offense
- e. to confer with the attorney for the government in the case;
- f. to receive available restitution; and
- g. to receive information about the conviction, sentencing, imprisonment, and release of the offender.

16. Reference 1b states, "No Soldier may retaliate against a victim, an alleged victim, or another member of the armed forces based on that individual's reporting or planning to report a criminal offense or discourage the individual from reporting a criminal offense."

17. This policy is effective until superseded or rescinded.

18. Point of contact for this policy is USAG Fort Jackson SHARP Office, Mr. Charles Bourke, Sexual Assault Response Coordinator (SARC) at (803) 445-4535 or email: charles.e.bourke2.civ@army.mil.



TIMOTHY R. HICKMAN
COL, AG
Commanding