



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY GARRISON – KWAJALEIN ATOLL  
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AMIM-KWG-ZA

4 June 2025

**MEMORANDUM FOR All Military Personnel, Department of Defense (DOD) Civilians, Contractors, and Family Members within the United States Army Garrison-Kwajalein Atoll (USAG-KA) Installation**

**SUBJECT: Policy #4 - Sexual Harassment/Assault Response and Prevention (SHARP) Program**

1. This policy letter remains in effect until rescinded or superseded.
2. References.
  - a. Army Regulation 600-52, Sexual Harassment/Assault Response and Prevention Program
  - b. Army Directive 2025-10, Army Civilian Harassment Prevention and Response Program
  - c. DoD Instruction 6495.02, Volume 1 (Sexual Assault Prevention and Response: Program Procedures), 18 March 2025
  - d. DoD Instruction 6495.02, Volume 2 (Sexual Assault Prevention and Response: Retaliation Response for Adult Sexual Assault Cases), 26 July 2024.
3. Applicability. This policy applies to all Soldiers, DA Civilians, and Family members assigned to or resident on U.S. Army Garrison – Kwajalein Atoll. It is enforceable both on and off post, during duty and non-duty hours, and is subject to the laws of local jurisdictions, states, and host nations. The policy also extends to online conduct.
4. Policy.
  - a. The U.S. Army, U.S. Army Materiel Command, U.S. Army Installation Management Command, U.S. Army Pacific, and U.S. Army Garrison – Kwajalein Atoll are fully committed to the Army's Sexual Harassment / Assault Response and Prevention (SHARP) Program and to maintaining a safe and respectful living and working environments for all Soldiers, Civilian employees, and Family members. Sexual harassment and sexual assault are unacceptable and violate the core values of the Army and our organization. Leaders at every level must ensure that the Garrison team clearly understands that incidents of sexual harassment, sexual assault, and related retaliatory behavior will not be tolerated, condoned, or ignored. These actions undermine teamwork, degrade morale, and directly impact combat readiness. They are punishable under the Uniform Code of Military Justice, as well as Federal and civilian

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laws. We are all responsible for fostering a culture of dignity and respect. This includes taking all allegations seriously, protecting victims' privacy, empowering bystanders to intervene, and holding offenders accountable. Sexual assault, sexual harassment, and retaliation for reporting such incidents are strictly prohibited and will not be tolerated.

b. 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:

(1) Hold offenders accountable, provide compassionate care for victims and protect the rights and privacy of survivors. Thoroughly and professionally investigate allegations of sexual assault, sexual harassment, and retaliation.

(2) Create a culture of trust in which everyone can thrive and achieve their full potential.

(3) Ensure all individuals are held accountable for their behavior, actions, and inaction. I strongly encourage proactive bystander intervention to help foster a culture of trust, respect, and responsibility.

4. Sexual Harassment. AR 600-52, paragraph 2-2(c.), defines the term "sexual harassment" to mean any 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 submission to such conduct is made either explicitly or implicitly 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 has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment; and

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

e. 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 DoD.

f. Any deliberate or repeated unwelcome verbal comment or gesture of a sexual nature by any member of the Armed Forces or DoD Civilian employee. There is no

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

g. Further, the use of disrespectful and gender-biased language or behavior that targets any gender contributes to a hostile environment will not be tolerated. Leaders at all levels will protect their teams, Soldiers, DA Civilians, and Family members against sexual harassment and proactively ensure that their environments are free from all forms of sexual harassment.

5. Sexual assault is intentional physical sexual contact, characterized by use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. Sexual assault is a criminal offense that is punishable under the UCMJ and other Federal and local civilian laws. A civilian employee who has been sexually assaulted should report the abuser 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 civilian resource. 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 allows Soldiers, Civilians, and eligible Active-duty Family members who are victims of sexual assault to confidentially disclose details of the incident to designated personnel. This option enables them to receive medical care and counseling without initiating an official investigation. Individuals who wish to file a restricted report should contact their Sexual Assault Response Coordinator, Victim Advocate, or a healthcare provider.

b. Unrestricted reporting. Unrestricted reporting allows Soldiers, Civilians, and eligible Active-duty Family members who are sexually assaulted to receive medical care, counseling, and initiate an official investigation. Individuals may report through their chain of command, law enforcement, or directly to the Sexual Assault Response Coordinator or the on-call Victim Advocate.

6. Mandatory Reporters.

a. Mandatory reporters of sexual harassment and sexual assault are—

(1) Commanders. Commanders will ensure that all acts of sexual harassment of which they become aware are properly investigated. Commanders are required to immediately report to the special agent-in charge of the supporting U.S. Army Criminal Investigation Division office all acts of sexual assault that they become aware of. This includes acts of sexual assault involving

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personnel affiliated with DoD, including Soldiers and their dependents, DoD Civilians, and DoD contractors.

(2) Anyone in the chain of command, to include supervisors, first sergeants, and senior enlisted advisors (not required to be in the victim's chain of command). All individuals in a supervisory position are required to report all acts of sexual harassment and sexual assault of which they become aware.

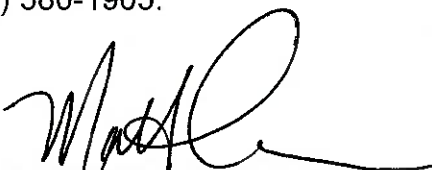
(3) Law enforcement, military police, and U.S. Army Criminal Investigation Division agents (both on and off duty).

(4) Army Military OneSource providers.

b. 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 sexual harassment and sexual assault without triggering an investigation.

c. Mandatory reporters have the responsibility to report to law enforcement, commander, or Sexual Assault Response Coordinator / Victim Advocate.

7. Proponent. The proponent for this policy letter is the U.S. Army Garrison – Kwajalein Atoll SHARP representative CPT Tameka Edmonson at [tameka.a.edmonson.mil@army.mil](mailto:tameka.a.edmonson.mil@army.mil), or (808) 580-1905.



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