



DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
6661 WARRIOR TRAIL, BUILDING 350
FORT POLK, LOUISIANA 71459-5339

AFZX-CG

MAY 11 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: JRTC and Fort Polk Policy 7 - Sexual Harassment and Sexual Assault Response and Prevention

1. References:

- a. Army Regulation (AR) 600-20, Army Command Policy, 6 November 2014.
- b. HQDA SHARP Program Synchronization Order, dated 23 June 2012.

2. The Joint Readiness Training Center (JRTC) and Fort Polk are committed to ensuring that Soldiers, Civilian employees, and Family members have the right to live and work in an environment free of sexual harassment and sexual assault. Sexual harassment and sexual assault are offenses contrary to Army values and the warrior ethos. Retaliation against a victim, an alleged victim or another member of the Armed Forces based on that individual's report of a criminal offense will not be tolerated. Soldiers or Civilian employees who participate in or condone misconduct, whether offline or online, may be subject to criminal, disciplinary, and/or administrative action under the Uniformed Code of Military Justice and other state and federal laws. Sexual harassment and sexual assault are wrong and our Team deserves better!

3. Sexual Harassment: All Soldiers and Civilians have a responsibility to help resolve acts of sexual harassment. Sexual Harassment is defined as conduct that:

a. 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;

(2) Submission to or rejection of such conduct by a person is used as a 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; and

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

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c. 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.

d. Any deliberate or repeated unwelcome verbal comment or gesture of a sexual nature by any member of the armed forces or Civilian employee of the Department of Defense.

e. Sexual harassment isolates and marginalizes valuable members of the JRTC and Fort Polk 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. Civilian employees that want to pursue administrative actions must file complaints through their management officials, or the Equal Employment Office. Commanders at all levels, along with the complainants, will follow the procedures for filling formal or informal complaints outlined in Appendix C of AR 600-20, Army Command Policy. There are two types of complaints:

(1) An informal complaint is one that a complainant does not wish to file in writing. It is not subject to a timeline and the immediate command officials normally handle the resolution process.

(2) 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 Civilian employees have 45 calendar days from the date of the incident to file a complaint of sexual harassment.

4. Sexual Assault: Sexual assault is a broad category of offenses that have no place in the Army. Army policy promotes sensitive care and confidential reporting for victims of sexual assault and accountability for those who commit these crimes. Sexual assault is defined as sexual contact characterized by the use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. The term Sexual assault includes a broad category of sexual offenses consisting of the following specific UCMJ offenses: rape, sexual assault, aggravated sexual contact, abusive sexual contact, forcible sodomy (forced oral or anal sex), or attempts to commit these offenses. There are two reporting options for sexual assault victims:

a. Restricted reporting: This option is recommended for victims of sexual assault who wish to confidentially disclose the crime to specifically identified individuals and receive medical treatment and counseling without triggering the official investigation process. Victims who desire restricted reporting under this policy must report the assault to a SARC, VA, or a healthcare provider (HCP).

b. Unrestricted reporting: This option is recommended for victims of sexual assault who desire medical treatment, counseling and an official investigation of their allegation.

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Unrestricted reports should be made to a SARC, VA, or the chain of command. All unrestricted reports will be referred to CID. Details regarding the incident will be limited to those personnel who have a legitimate need to know.

5. Commanders will establish an environment free of sexual harassment and sexual assault through education, discipline, and enforcement of standards. Commanders will incorporate the following initiatives to enhance their unit SHARP program.

a. Squad leaders will incorporate the SHARP Squad Leader Training Support Packet into their Leader's Book.

b. Ensure all Soldiers, Family members and Civilian employees have access to SHARP resources.

c. Support annual Sexual Assault Awareness Prevention Month (SAAPM) events and SHARP Campaign lines of effort.

d. Encourage Soldiers to participate in the SHARP Guardians Program.

6. Prevention of sexual harassment and sexual assault is everyone's responsibility. All Soldiers, Civilians, and Family members should treat each other with dignity and respect.

7. Proponent: The point of contact for this policy is the Installation SHARP Program Manager at (337) 531-3495.

8. This policy will remain in effect until superseded or rescinded.



PATRICK D. FRANK
Brigadier General, USA
Commanding

DISTRIBUTION:

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TEAM POLK - OUR SHARP
THEME: "TRUST AND PREVENTION"