



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT POLK  
6661 WARRIOR TRAIL, BLDG 350  
FORT POLK, LOUISIANA 71459-5339

IMPO-MWA

**MAR 30 2020**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum #7– Sexual Harassment and Assault Response and Prevention (SHARP)

1. References:

- a. Army Regulation (AR) 600-20, Army Command Policy, 06 November 2014.
- b. Department of Defense Instruction (DoDI) 6495.02, dated March 28, 2013, Incorporating Change 3, May 24, 2017.
- c. Section 581-58, National Defense Authorization Act for Fiscal Year 2012.

2. Sexual harassment and sexual assault are unacceptable and contradict the Army's and our organization's values. I am fully committed to the Fort Polk United States Army Garrison (USAG) Sexual Harassment and Assault Response and Prevention (SHARP) program and to ensuring a safe living and working environment for our entire team (Soldiers, Civilians and Family members). We must ensure that our USAG team understands that we will not tolerate, condone, or ignore incidents of sexual harassment or sexual assault, or associated retaliatory behaviors. Sexual harassment and sexual assault destroy teamwork, negatively affect combat readiness and are punishable under UCMJ, and federal and state laws (civilians). We must treat each other with dignity and respect, consider all allegations of sexual harassment and sexual assault with the utmost seriousness, protect the privacy of victims, hold offenders accountable and motivate bystanders to intervene.

3. Preventing sexual harassment and sexual assault is the responsibility of every member of the community. An employee who believes she/he has been subjected to sexual harassment or sexual assault should report incidents to the appropriate management official and USAG SHARP office. All leaders will address allegations of sexual harassment, sexual assault, and reprisal or retaliation swiftly.

4. A civilian employee who has been sexually harassed should file a complaint with the Equal Employment Office (EEO) if there is a connection with the workplace. Sexual assault allegations should be reported to the Criminal Investigation Division (CID), or other military law enforcement agency if the assault took place on the Fort Polk installation, or involves an Active Duty (AD) subject. The USAG SHARP office should also be contacted for referrals to civilian resources. Sexual assault incidents involving children under age 18 should be reported to the Family Advocacy Program. Soldiers and AD eligible Family members (18 and over) who have been sexually assaulted have two reporting options:

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a. **Restricted** reporting allows a Soldier or AD eligible Family member (18 and over) who is a victim of sexual assault to, on a confidential basis, disclose the details of their assault to specifically identified individuals and receive medical treatment, counseling, Special Victims Counsel (SVC) services, and advocacy assistance without triggering an official investigation. Restricted reports can only be made to a Sexual Assault Response Coordinator (SARC), Victim Advocate (VA), or Healthcare Provider.

b. **Unrestricted** reporting allows a Soldier or AD eligible Family member (18 and over) who is sexually assaulted to get medical treatment, counseling, SVC services, advocacy assistance and hold the offender accountable. Individuals can disclose to a SARC, VA, healthcare professional, law enforcement, or command authority. All unrestricted reports must be referred to CID regardless of severity.

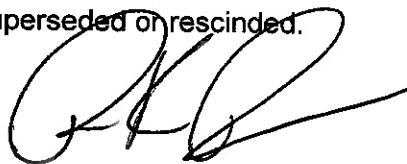
5. Active duty victims of sexual harassment are encouraged to seek assistance immediately from their chain of command, SARCs, Inspector General, Staff Judge Advocate, Provost Marshal or Chaplain. Civilians must use EEO channels to file a complaint. Where possible, Soldiers and Civilians are encouraged to use their chain of command or supervisors to resolve sexual harassment complaints. Leaders and management officials will make every effort to ensure that individuals who report sexual harassment are not subjected to reprisal. The command will not tolerate reprisal or retaliation against individuals who report protected SHARP-related communications.

6. We are all responsible for stopping sexual harassment and sexual assault. Every USAG Soldier and Civilian must intervene and act decisively to protect other Soldiers and coworkers from sexual harassment and sexual assault. If you see something, say something.

7. Anyone needing immediate assistance can call the Fort Polk SHARP 24/7 hotline at (337) 531-1848, the USAG SHARP office at (337) 531-4656, or the Department of Defense (DOD) Safe Helpline at (877) 995-5247.

8. A copy of this policy will be displayed on SHARP bulletin boards throughout the USAG footprint and circulated among all personnel.

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



RYAN K. ROSEBERRY  
COL, MI  
Commanding

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