



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

AFZX-CG

11 Jun 25

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Readiness Training Center (JRTC) and Fort Polk Policy 5 - Sexual Harassment/Assault Response and Prevention (SHARP) Program

1. References.

a. Department of Defense Instruction (DoDI) 6495.02, Volume 1, Sexual Assault Prevention and Response: Program Procedures, Incorporating Change 8, 26 July 2024

b. Army Regulation (AR) 600-52, Sexual Harassment/Assault Response and Prevention Program, 11 February 2025

2. JRTC and Fort Polk is committed to providing a safe environment for all members of the command, free of sexual harassment (SH) and sexual assault (SA). This policy promotes a command climate that encourages victims to report incidents of SH and SA without fear of retaliation. SA, SH, and retaliatory behavior has **NO** place in the Army and is incompatible with Army Values. SA and SH are criminal offenses and are punishable under the UCMJ, other Federal, State, and local laws that have an impact on the program, and retaliation is punishable under UCMJ. This command is fully committed to the Army's SHARP Program.

3. Sexual Harassment.

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.

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

(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, the environment as hostile or offensive.

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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 DoD.

c. 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 DoD.

d. There is no requirement for concrete psychological harm to the victim for behavior to constitute SH. Behavior is sufficient to constitute SH if it is so severe or pervasive that a reasonable person, and the victim does perceive, the environment as hostile or offensive.

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

f. The use of disrespectful and gender-based 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 (SM), Department of Army Civilians (DAC), and Family members (FM) against SH and proactively ensure that their environments are free from all forms of SH.

g. Mandatory reporters of SH are commanders at all levels, anyone in the chain of command (CoC), to include supervisors, first sergeants, senior enlisted advisors, and all individuals in a supervisory position are required to report all acts of SH of which they become aware of.

4. Request for **direct intervention**. A SM may make a request for direct intervention, if the desired remedy for the aggrieving behavior can be achieved by peer intervention, counseling, or training. Requests for direct intervention will be made only to those individuals who are not in a supervisory or command position. If any commander becomes aware of a request for direct intervention, they are required to initiate an investigation.

5. A **confidential** report allows the victim to receive victim services and assistance from the Sexual Assault Response Coordinator (SARC) and Victim Advocate (VA). This option does not allow a SHARP professional to confront the subject to resolve the SH.

6. There are two mechanisms by which SM and FM 18 years of age and older can submit a SH complaint-

a. **Formal complaints** require specific action and are subject to timelines and requires in writing, details of the aggrieving behavior. The SARC or VA will assist the victim with completing the DA Form 7746 (Sexual Harassment Complaint).

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b. **Anonymously** by any means from an unidentified complainant received by a commanding officer or supervisor, regardless of the means of transmission.

7. Sexual Assault.

a. 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.

b. Commanders at all levels are required to immediately report to the special agent in charge of the supporting USACID office all acts of SA they become aware of. This includes acts of SA involving personnel affiliated with DoD, including SMs and their dependents, DoD civilians, and DoD contractors. Anyone in the chain of command, to include supervisors, first sergeants, and senior enlisted advisors are required to report all acts of SA they become aware of. Mandatory reporters have the responsibility to report to law enforcement, commander, or SARC.

c. There are two reporting options for SA - unrestricted reporting and restricted reporting.

8. Direct Reporting Units (DRU) and tenant organizations will submit, within 24 hours, Commander's Critical Information Requirements (CCIR) for formal and anonymous SH complaints and unrestricted reports of SA IAW AR 600-52, Ch 8-10 and JRTC and Fort Polk Policy Letter 2, CCIRs.

9. Commanders will publicize the availability of resources outside a victim's immediate chain of command such as, Chaplain, Behavioral Health, Healthcare treatment, Sexual Assault Forensic Exam (SAFE), Expedited Transfers, Protection Orders, Lead SARC, other SARCs, VAs on the installation, and DoD Safe Helpline at 877-995-5247. Additionally, CDRs will-

a. Post reporting options for retaliation stemming from a report of SA or SH.

b. Establish an environment free of SH and SA through education, discipline, and enforcement of standards.

10. Victim Rights. The SHARP SARC or VA will advise each victim of the role and availability of a VA, victim rights, and his or her potential rights to a Special Victim's Counsel (SVC) by coordinating with the servicing legal office regarding SVC services. The SARC will provide each victim with a copy of the DD Form 2701, Initial Information for Victims Witnesses of Crime (Encl).

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11. SHARP Examination.

a. To ensure members of JRTC and Fort Polk know, understand, and support SHARP, all Soldiers who receive an OER or NCOER will be notified during their initial counseling that part of their rating will now consist of a knowledge-based test about the SHARP Program.

b. The test will be used as a check on learning to determine whether additional training is needed and to assess whether the service member supports SHARP and how to recognize, prevent, and eliminate this corrosion to our readiness.

c. A blank test will be provided at the initial counseling for the SM to study, in preparation of the test. The test will be administered during the SM's rating period and may be retaken as needed to educate the SM.

d. Raters can use the test at the below link or modify the test at their own discretion.
<https://atn.army.mil/getmedia/3db04069-dfcc-480e-aa07-1b28d021cb36/Check-on-Learning-Trifold-V1-0-1-Oct-2021.pptx>

12. Proponent. The point of contact for this policy is the JRTC and Fort Polk Supervisory SARC (Principal) at (337) 397-0749.

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

Encl
DD Form 2701, 21 October 2022


JASON A. CURL
Brigadier General, USA
Commanding

DISTRIBUTION:
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LEGAL REPRESENTATION

If you are the victim of sexual assault, certain related offenses, or domestic violence, you may be eligible for assistance from a specialized military attorney, in addition to services provided by a Sexual Assault Response Coordinator, a Victim Advocate, and/or Family Advocacy.

OVERVIEW of VICTIM RIGHTS*

As a crime victim, you have the right to:

- Be treated with fairness/respect for your dignity and privacy
- Be reasonably protected from the accused, including protective orders. Reasonable, accurate and timely notice of hearings/confinement events.
- Be present at public hearings/proceedings unless your testimony would be materially altered by your presence.
- Be reasonably heard at certain hearings.
- Confer with the U.S. government prosecutor.
- Legal assistance from a military legal assistance attorney, if eligible, or from a private attorney at your own expense.
- Receive restitution as provided by law.
- Proceedings free from unreasonable delay.
- Express your views to the commander or convening authority as to case disposition.
- Receive a medical forensic exam at no cost.
- Be timely informed of plea, separation-in-lieu-of-trial, or non-prosecution agreements.
- Interviews requests from the Accused's attorney must be scheduled through your counsel and your counsel can be present during the interview.

Additional rights involving covered (e.g. sexual assault (SA)) offenses:

- Consult a Special Victims Counsel (SVC), Victims' Counsel (VC) or Victims' Legal Counsel (VLC).
- Be informed of policies for collection and preservation of SA evidence.
- Be informed of any result of a SA evidence collection kit, including DNA profile match, toxicology report, or other information collected as part of a medical forensic exam, if such disclosure would not impede or compromise an ongoing investigation.
- Have a SA evidence collection kit or its probative contents preserved, at no-charge.
- Notification of SA evidence destruction.
- Express preference for military or civilian prosecution for incidents occurring in U.S.
- Notice to civilian authorities of your prosecution preference and their corresponding response, if known.

CONTACT INFORMATION

If you need additional assistance, below are several key points of contact:

- General case information/support/rights violations (Victim/Witness Liaison):

- Status of the criminal investigation:

- Status of the prosecution (Legal Office):

- Legal Assistance office (if eligible):

- Special Victims' Counsel/Victims' Counsel/Victims' Legal Counsel (if eligible):

- Assistance with compensation for medical expenses or other expenses (State office for Crime Victim Compensation):

- Assistance with reprisal, retaliation, or ostracism (Inspector General's office):

- Family Advocacy Office:

- Victim Advocate:

* You have significant other rights as a victim throughout the court-martial process. For additional information, contact your Victim/Witness Liaison or Victims' Counsel/ Special Victims' Counsel/Victims' Legal Counsel.

We will make our best efforts to ensure you are provided the rights described. You may seek the advice of your own attorney with respect to these rights.



U.S. Department of Defense



INITIAL INFORMATION FOR VICTIMS & WITNESSES OF CRIME



DoD
Victim and Witness Assistance Program

INFORMATION for VICTIMS & WITNESSES of CRIME

This brochure was prepared to help you cope with problems and questions which often surface during a criminal investigation and provide you with essential points of contact. Your continued assistance through this difficult time is greatly appreciated.

A criminal investigation can be both complex and lengthy and may involve several agencies, some Federal and some local. You can request the status of the investigation by contacting the investigator handling the case. Their name is listed on the back of this pamphlet. It is important to keep the investigators and your Victim/Witness Liaison (VWL) informed of any changes to your address, email, or telephone number.

A VWL is a member of the Legal Office responsible for keeping victims and witnesses informed of the legal aspects of the case and helping victims secure services.

NOTE: The titles Special Victims Counsel (SVC), Victims' Counsel (VC), and Victims' Legal Counsel (VLC) are Military Department-specific and refer to the same judge advocate role with specialized expertise in representing victims of crime.

IF YOU ARE THREATENED OR HARASSED

If anyone threatens you or you feel that you are being harassed because of your cooperation with this investigation, contact the investigator or the VWL right away. It is a crime to threaten or harass a victim or witness.

If you believe additional measures are necessary to keep you safe, you may seek a civilian protective order, military protective order, or temporary shelter. Certain victims may request an expedited transfer, and dependents may request a personal safety move. Your VWL, Victim Advocate (VA), and the Family Advocacy Program (FAP) can assist you in safety planning and obtaining counseling. For further information, please call your VWL, VA, or FAP representative.

**If you fear for your immediate safety,
call 911, and/or notify law enforcement.**

The EMOTIONAL IMPACT of CRIME

Many victims and witnesses to crime are emotionally affected by their experience. Although everyone reacts differently, many people report common reactions such as:

- Anger;
- Feelings of panic and/or anxiety;
- Nightmares and sleep pattern changes;
- Feelings of self-doubt, shame, or guilt;
- Reliving what happened;
- Depression, difficulty concentrating; and,
- Increased concern for personal & family safety.

Many people have these responses to crime. The VWL can assist you in finding appropriate support services.

REPRISAL, RETALIATION, or OSTRACISM

Federal law prohibits military members, civilian employees, and contractors from reprisal, retaliating, or ostracizing individuals who report a crime or provide information relating to a criminal investigation. Prohibited actions may include taking, or threatening to take, an unfavorable personnel action; withholding, or threatening to withhold a favorable personnel action; or socially ostracizing you for making a protected communication. If you believe someone has reprisal, retaliated or ostracized you for reporting a crime or participating in a criminal investigation, contact your leadership or the Inspector General's office listed on the back of this form.

LEGAL ASSISTANCE

If you are eligible for legal assistance in accordance with 10 U.S.C. §§ 1044 1044e, and/or 1565b, you have the right to speak with a legal assistance attorney, at no cost. You may contact the legal assistance office listed on the back of this pamphlet for eligibility questions and assistance.

The FINANCIAL IMPACT of CRIME

If you require time away from work to participate in the case or seek related services, a VWL can contact your employer or commander to discuss the importance of your presence.

If your property was stolen, we hope to recover it as part of our investigation. If your property was taken as part of an investigation, we will notify you and return it to you as quickly as possible once it is no longer needed as evidence.

State Victim Compensation Programs

Victim Compensation Programs help cover expenses for victims of violent crime who have suffered physical or psychological injury even if the case is brought in federal Court. The State Crime Victim Compensation Program may be able to reimburse you for crime-related expenses such as medical care, mental health expenses, and lost wages due to crime-related injuries. To obtain further information, contact your VWL listed on the back of this brochure.

Restitution

If an individual is arrested and prosecuted in federal court, you may be eligible for restitution. Restitution is court-ordered payment to you as a victim of crime, generally for out-of-pocket costs. It is made by the offender for any out-of-pocket expenses resulting from the crime. Restitution cannot be ordered as a sentence in a military court-martial, but it can be used as a condition of a plea agreement to plead guilty to an offense, or as a condition of clemency or parole. Victims may be provided with relief if property loss or damage resulted from wrongful taking or willful damage by a Service member due to riotous, violent, or disorderly conduct. Contact your VWL for further information on available restitution.

Victims of Spousal or Child Abuse

If the offender is convicted or discharged for abusing you or your children, you may be eligible for transitional compensation benefits. Your VWL or FAP representative can assist you with obtaining additional information.