



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 3D INFANTRY DIVISION AND FORT STEWART  
942 DR. BEN HALL PLACE HQ001  
FORT STEWART GA 31314-5000

AUG 28 2023

AFZP-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commanding General (CG) Policy Letter #18: Appointment of Investigating Officers for Sexual Harassment Complaints

1. References.

- a. 10 United States Code § 1561, Complaints of Sexual Harassment: Investigation by Commanding Officers (2016).
- b. Department of Defense Instruction 1020.03 (Harassment Prevention and Response in the Armed Forces), 29 December 2020.
- c. Army Regulation (AR) 600-20 (Army Command Policy), 24 July 2020.
- d. AR 15-6 (Procedures for Administrative Investigations and Boards of Officers), 1 April 2016.
- e. Secretary of the Army Army Directive 2021-16 (Immediate Actions to Improve the Sexual Harassment/Assault Response and Prevention Program), 5 May 2021.
- f. Headquarters, Forces Command, AFPE-SHP memorandum (Assignment of Investigating Officers for Formal Sexual Harassment Complaints), 11 March 2021.

2. Purpose. The purpose of this memorandum is to provide policy guidance, consistent with the above references, for the appointment of preliminary inquiry officers and investigating officers for sexual harassment complaints. Nothing in this policy is intended to contradict or eliminate any of the responsibilities and requirements for sexual harassment complaints outlined in AR 600-20 (Army Command Policy), 24 July 2020.

3. Background. As dictated in reference c., upon receipt of a sexual harassment complaint, commanders may commence or cause the commencement of an investigation or inquiry. In accordance with reference d., investigating officers will be those persons who, in the opinion of the appointing authority, are best qualified for the duty by reason of their education, training, experience, length of service, demonstrated sound judgment, and temperament. Additionally, investigating officers must be impartial, have the ability to complete the investigation in a timely manner, and generally must be senior in rank to any person whose conduct is being investigated or against

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whom adverse findings may be made. In accordance with references e. and f., investigating officers for sexual harassment complaints must originate from outside the subject's assigned brigade-sized element.

4. Policy. Preliminary inquiry and investigating officers appointed to investigate sexual harassment complaints must be from outside the subject's assigned brigade-sized element.

a. Requesting Organization.

(1) The requesting organization is the brigade-sized element to which the subject of a sexual harassment complaint belongs.

(2) Within 24 hours of receipt of a sexual harassment complaint, the commander of the requesting organization who seeks to initiate an investigation or inquiry into the matter will directly contact the commander of a providing organization via electronic mail or telephone with: (a) a brief synopsis of the sexual harassment complaint (e.g. Who, What, When, Where, Why) and (b) a request for an investigating officer that meets the criteria of the above references. The requesting organization's supporting judge advocate and sexual assault response coordinator shall be included in this communication. See Enclosure 1 for a Sample Request.

b. Providing Organization.

(1) The providing organization is a brigade-sized element to which the subject of a sexual harassment complaint does not belong.

(2) Within 24 hours of the requesting organization's request, the commander (or his or her representative) of a providing organization shall provide the name and contact information of an investigating officer that meets the criteria of the above references to the commander of the requesting organization. The providing organization's supporting judge advocate and sexual assault response coordinator shall be included in this communication. See Enclosure 2 for a Sample Response.

5. To the extent practicable, both the requesting and providing organizations should develop and streamline relationships in support of this requirement, as follows:

a. 1st Armored Brigade Combat Team, 3d Infantry Division and 2d Armored Brigade Combat Team, 3d Infantry Division.

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b. 3d Division Artillery Brigade, 3d Infantry Division and 3d Sustainment Brigade, 3d Infantry Division.

c. 3d Combat Aviation Brigade, 3d Infantry Division and tenant units and organizations on Fort Stewart, Georgia and on Hunter Army Airfield, Georgia.

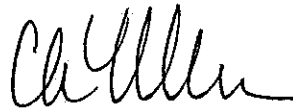
6. Commanders are reminded to comply with the strict timelines and notification requirements that accompany sexual harassment complaints. When the requesting organization's commander forwards me initial notification of formal sexual harassment complaints in accordance with AR 600-20 (Army Command Policy), 24 July 2020, paragraph 7-8n(5), the notification should also include whether the respective requesting organization and providing organization satisfactorily complied with this policy.

7. This policy is effective immediately and rescinds 3d Infantry Division Command AFZP-CG memorandum (Assignment of Investigating Officers for Formal Sexual Harassment Complaints), 1 September 2021.

8. The point of contact for this memorandum is Mr. Robert Lewis, Division SHARP Program Manager at (912)767-2057.

2 Encls

1. Sample Request
2. Sample Response



CHRISTOPHER R. NORRIE  
Major General, USA  
Commanding

**DISTRIBUTION:**

1st Armored Brigade Combat Team, 3d Infantry Division  
2d Armored Brigade Combat Team, 3d Infantry Division  
3d Division Artillery Brigade, 3d Infantry Division  
3d Sustainment Brigade, 3d Infantry Division  
3d Combat Aviation Brigade, 3d Infantry Division  
All tenant units and organizations on Fort Stewart, Georgia  
All tenant units and organizations on Hunter Army Airfield, Georgia

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**Enclosure 1  
Sample Request**

**From:** Commander of Requesting Organization

**Sent:** Thursday, April 1, 2021 11:13 AM

**To:** Commander of Providing Organization

**Cc:** Requesting Organization's SARC and Brigade Judge Advocate

**Subject:** Assignment of an Investigating Officer for a Sexual Harassment Complaint (S: 2 April 2021)

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Frank:

IAW with CG's Memo re: Appointment of Investigating Officers for Sexual Harassment Complaints, need your assistance with an investigating officer who possesses the requisite qualifications under AR 15-6. Below are the details in helping you determine who to nominate to conduct the investigation.

**WHO:** PVT Doe (alleged victim) and SSG Jones (alleged subject), both 1ABCT Soldiers.

**WHAT:** Sexual Harassment complaint filed by PVT Doe in which PVT Doe alleges that SSG Jones told PVT Doe that she needed to engage with him sexually as a condition for promotion.

**WHEN:** Conduct allegedly occurred on 21 March 2021.  
Complaint filed 31 March 2021.

**WHERE:** Fort Stewart, Georgia (1ABCT area) and via text messaging.

**WHY:** AR 600-20, Chapter 7.

Thank you and appreciate the assistance.

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**Enclosure 2**  
**Sample Response**

**From:** Commander of Providing Organization (or his or her Representative)

**Sent:** Thursday, April 1, 2021 4:00 PM

**To:** Commander of Requesting Organization

**Cc:** Providing Organization's SARC and Brigade Judge Advocate

**Subject:** Assignment of an Investigating Officer for a Sexual Harassment Complaint (S: 2 April 2021)

CLASSIFICATION: UNCLASSIFIED//FOR OFFICIAL USE ONLY//PRIVACY ACT

Andy:

I select CPT William Brown to conduct the investigation. His email is william.r.brown234.mil@mail.mil and his cell is 912-321-1234. William possesses all the requisite qualifications under AR 15-6 to conduct your organization's investigation.

Let me know if you need any further support.