



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON STUTTGART  
UNIT 30401  
APO AE 09154-0401

AMIM-SGG-ZA

11 June 2021

MEMORANDUM FOR Service Members and Family members of the United States Army Garrison (USAG) Stuttgart

SUBJECT: USAG Stuttgart Command Policy Letter #31, Sexual Harassment / Assault Response and Prevention (SHARP) Program

1. REFERENCES:

a. DoD Instruction 6495.02, change 4 (Sexual Assault Prevention and Response (SAPR) Program Procedures).

b. AR 600-20 (Army Command Policy).

2. As the Garrison Commander, I am personally committed to safeguarding an environment that is free of sexual assault and sexual harassment. Leaders at all levels must commit to creating and maintaining a professional environment that promotes human dignity and respect. Sexual assault and sexual harassment erodes trust, unit cohesion and negatively impacts mission readiness. They directly contrast our Army core values. Both are highly unacceptable and neither will ever be tolerated.

3. Leaders and supervisors at all levels must understand their roles and responsibilities, as prescribed by the Department of Defense Instruction 1020.03 and Army Regulation 600-20, for prevention and response to sexual assault and sexual harassment. Preventing sexual assault and sexual harassment is everyone's responsibility. Anyone who believes he or she has been subjected to sexual harassment or sexual assault should report to the appropriate official.

4. Sexual harassment 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; submission to, or rejections of such conduct by a person is used as a basis for career or employment decisions affecting a person; or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive environment; and 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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5. Individuals who experience sexual harassment may file an informal or formal complaint. To discuss your options speak with a supervisor, a SHARP professional, the Equal Employment Office, the Inspector General and/or the Office of the Staff Judge Advocate. Military personnel and their adult dependents have 60 calendar days after a harassment incident has occurred to report while civilians have 45 calendar days to report to their Equal Employment Opportunity office. Individuals will be protected from acts or threats of reprisal and retaliation. It is the responsibility of every leader to examine allegations of sexual harassment and take the necessary action to maintain the trust and integrity of our organization. Retaliation is defined as:

a. Any person subject to the UCMJ who wrongfully takes or threatens to take an adverse personnel action, or wrongfully withholds or threatens to withhold a favorable personnel action with the intent to discourage or retaliate against any person for reporting or planning to report a criminal offense, or making, or planning to make a protected communication.

b. Acts of cruelty, oppression or maltreatment committed against a victim, an alleged victim or another member of the Armed Forces by peers or other persons, because the individual reported a criminal offense or was believed to have reported a criminal offense.

6. Sexual assault is a criminal offense punishable under UCMJ, Federal and local civilian laws. Sexual assault is defined as: Intentional sexual contact characterized by the use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. Leaders are responsible for providing a safe and healthy environment, to take action to prevent sexual assault and to protect and support victims. Leaders with knowledge of sexual assault incidents within their own commands must report the incident to law enforcement immediately.

7. Leaders will ensure victims of sexual assault have access to prompt, professional, and compassionate care. All victims of sexual assault will be treated with dignity, fairness, and respect. Leaders must ensure that victims are aware of their rights, options, and the resources available for their support. The USAG-Stuttgart 24/7 SHARP helpline is 0172 868 6019.

8. I recognize that some victims desire healthcare and advocacy services and do not want command or law enforcement involvement. Service members and their adult military dependents age 18 years and older have two reporting options - Restricted and Unrestricted. DA Civilians and their adult dependents age 18 and older who are victims of sexual assault have the unrestricted option available with access to limited SAPR services while undergoing emergency care. To discuss reporting options, speak with a SHARP professional.

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9. Prevention of sexual assault and sexual harassment is a responsibility shared by everyone. We must all be engaged and lead from the front. We will not stand for behaviors and acts that are damaging to our professional values, our mission readiness, or our culture of trust. Our goal is to ensure that everyone in our community understands the impact of sexual harassment and sexual assault, understands the reporting and service options that are available to them, and trusts that every affordable effort will be made to protect those who report such incidents from acts or threats of reprisal. The following Army imperatives will guide all leaders:

- a. Prevent potential offenders from committing sexual crimes, provide compassionate care for victims, and protect the rights and privacy of survivors.
- b. Create a climate of trust, inclusion, and respect in which everyone can thrive and achieve their full potential.
- c. Hold everyone accountable for their behavior, actions, and inactions.
- d. Take accountability and ownership for solving the problems of sexual harassment and sexual assault in our ranks and for restoring the trust of our service members, civilians, and families.

10. Everyone within USAG-Stuttgart must have the personal courage to intervene, no matter the time or place, to act decisively to protect our culture of trust, and to be a constant force in the fight to fully eradicate sexual harassment and sexual assault. I am relying on your support and cooperation to ensure everyone adheres to this policy.



MATTHEW T. ZIGLAR  
COL, CA  
Commanding