



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEAVENWORTH
290 GRANT AVENUE UNIT 1
FORT LEAVENWORTH, KANSAS 66027-1292

IMLV-ZA

22 July 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Command Policy Letter #8, Sexual Harassment/Assault Response and Prevention (SHARP)

1. REFERENCES.

- a. AR 600-20, Army Command Policy, Chapter 7 (Sexual Harassment) & Chapter 8 (Sexual Assault), 18 March 2008 (RAR, 20 September 2012).
- b. ALARACT 182/2010 Sexual Harassment/Assault Response and Prevention (SHARP) Program Implementation and Training.
- c. ALARACT 123/2011 Mandatory Unit SHARP Training.
- d. ALARACT 007/2012, Sexual Harassment/Assault Response and Prevention (SHARP) Program Implementation Guidance.
- e. HQDA SHARP Program Synchronization Order, dtd 23 June 2012

2. Sexual harassment and sexual assault are incompatible with Army Values and adversely affect morale, welfare, discipline and mission readiness. These actions threaten the victims, Families, neighbors, Soldiers' careers, and unit integrity. The rights of victims and offenders will be respected to ensure safety of all parties. Victims of sexual harassment and sexual assault will be treated with compassion, dignity, and respect at all times. As the premier installation in the Army, we must collectively reduce sexual harassments and assault by creating a climate that respects the dignity of every member of the Army Family. Commanders, leaders, and supervisors at all levels are responsible for providing a safe and healthy environment for Soldiers, DA Civilians, Contractors, and Family members to live, work, and participate in recreational activities on and off the installation.

3. Sexual Harassment is defined as a form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors, (verbal and non-verbal), or physical conduct of a sexual nature between the same or opposite genders when:

- a. Submission to, or rejection of, such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career.
- b. Submission to, or rejection of, such conduct by a person is used as a basis for career or employment decision affecting that person.

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c. Such conduct has the purpose or effect of unreasonable interference with an individual's work performance or creates an intimidating, hostile, or offensive environment.

4. The Army's policy is zero tolerance for sexual harassment. Any person in a supervisory or command position who uses or condones any form of sexual behavior to control, influence, or affect the career of an individual is engaging in sexual harassment. Similarly, any individual who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is engaging in sexual harassment. It diminishes the high standards of honesty, integrity, and organizational values necessary for carrying out the Army's mission. Sexual harassment is punishable under the UCMJ and any person who is found guilty of sexual harassment will be disciplined as warranted.

5. Individuals who feel that they are being or have been sexually harassed should make it clear that the behavior is offensive and are encouraged to report the incident to their SHARP personnel, supervisor, chain of command, or the Inspector General's Office. Commanders, managers, and leaders at all levels will ensure that anyone filing a complaint alleging sexual harassment will be protected against acts or threats of reprisal and retaliation.

6. Allegations of sexual harassment will be investigated and resolved promptly at the lowest level possible or by formal disciplinary or administrative action. Commanders, managers, and supervisors will take prompt and decisive action when such sexual harassment is substantiated.

7. Sexual assault is a crime defined as intentional sexual contact characterized by the use of force, threat of force, abuse of authority, or when the victim does not or cannot consent. Sexual assault includes rape, nonconsensual sodomy (oral or anal), indecent assault (unwanted, inappropriate sexual contact of fondling), or attempts to commit these acts. Service members who are victims of sexual assault may report the incident in a Restricted or Unrestricted manner.

- **Restricted reporting** allows a victim of a sexual assault to disclose the details of the assault on confidential basis to specifically identified individuals and receive medical treatment and counseling without triggering an official investigation. Soldiers, Family members, or GS Civilians who are sexually assaulted and desire restricted reporting should report the assault to a SHARP Specialist, Chaplain, or healthcare provider on post to maintain confidentiality.

- **Unrestricted reporting** allows a victim of a sexual assault to receive medical treatment, counseling, and triggers an official investigation into the sexual assault. Victims may make an unrestricted report to a SHARP Specialist, Chaplain, healthcare provider, law enforcement, or the Chain of Command. With the consent of the victim, a healthcare provider will conduct a

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forensic examination, which may include the collection of evidence. Details regarding the incident will be limited to only those personnel on a need to know basis.

8. Commanders, leaders and supervisors will ensure Soldiers and Civilians are trained on the Sexual Harassment/Assault Response Program (SHARP) training support package annually. Commanders will further ensure that leaders (defined as O3 and above, CW3 and above, E8 and above, and GS11 and above) receive SHARP leadership training, that all military and Civilians attend SHARP annual refresher training, and that both military and civilians complete the self-study on-line training. Commanders will also ensure that SHARP training is fully integrated into newcomer's briefs, training courses, and holiday and weekend safety briefings; and before, during and after deployment.

9. Commanders will select two (2) full-time deployable SHARPS at Brigade level, and two (2) collateral duty (primary and alternate) SHARP Advocates (SARC/VAs) at the Battalion. Selectees will be on appointment orders signed by the Colonel level O6 Commander or higher, have one year retainability, and a clear background check. SHARP selectees are required to complete the 80-hour SHARP course, Sharpening Skills Training, and DD 2950. A copy of SHARP certificate will be maintained in the Brigade SHARP office and Soldiers' personnel file. SHARP personnel are required to maintain an information board within their units and provide contact information in unit common areas.

10. Commanders have a responsibility to create an environment where safety and trust is promoted, and individuals feel free to report incidents of sexual assault. Sexual assault will not be tolerated on this installation.

11. Personnel are subject to the Uniform Code of Military Justice (UCMJ) who fail to comply with the provisions of this policy memorandum and may be subject to punishment under the UCMJ or adverse administrative action authorized by applicable regulations.

12. Civilian employees should contact the SARC or VA for information on services available to Civilian employees. Office number is 913-684-2810/2818 or cell at the 24/7 hotline 913-683-1443.

13. PROPONENCY. The proponent for this command policy is the SARC office, at 684-2810.

//Original Signed//
THOMAS A. SHOFFNER
COL, AR
Garrison Commander