



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL  
455 MCNAIR AVENUE, SUITE 100  
FORT SILL, OKLAHOMA 73503

OCT 13 2023

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**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: CG Policy Memorandum #6B, Appointment of Investigating Officers to Conduct Sexual Harassment Complaint Investigations**

**1. References:**

- a. Report of the Fort Hood Independent Review Committee, 6 November 2020
- b. Title 10, U.S. Code, Subtitle A, Part II, Chapter 47 (Uniform Code of Military Justice), Articles 90 and 92
- c. Department of Defense (DoD) Instruction 6400.06 (Domestic Abuse Involving DoD Military and Certain Affiliated Personnel), 15 December 2021, incorporating Change 2, 16 May 2023
- d. Army Regulation (AR) 15-6 (Procedures for Administrative Investigations and Boards of Officers), 1 April 2016
- e. AR 190-45 (Law Enforcement Reporting), 27 September 2016
- f. AR 600-20 (Army Command Policy), 24 July 2020
- g. Army Directive 2021-16 (Immediate Actions to Improve the Sexual Harassment/Assault Response and Prevention Program)

**2. Purpose.** This Policy implements immediate modifications to the Sexual Harassment/Assault Response and Prevention (SHARP) Program as required by Army Directive 2021-16, Immediate Actions to Improve the Sexual Harassment/Assault Response and Prevention Program (Reference 1.g).

**3. Applicability.** The provisions of this policy apply to the Regular Army, U.S. Army Reserve, and members of the Army National Guard of the United States, when on active duty Title 10 orders for 30 days or more, under the jurisdiction of the Fires Center of Excellence and Fort Sill.

**4. Procedures.** Sexual Harassment complaint investigations.

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a. Effective immediately, if sufficient information exists to permit the initiation of an investigation, commanders will appoint IOs as follows:

(1) 434 Field Artillery Brigade. Trainees are in the unit for approximately ten weeks. Therefore, cases in which the allegations are between Trainees, and where no permanent party are implicated, the concerns of the Fort Hood Report, discussed at paragraph two above, are significantly reduced. Accordingly, in the 434th Field Artillery Brigade in cases of allegations by Trainees against Trainees, the Investigating Officer is not required to be from outside of the brigade; however, in keeping with the intent of Army Directive 2021-16, The IO must be from outside the battalion of the subject Trainee.

(2) Advanced Individual Training (AIT). The 428th Field Artillery Brigade and the 30th Air Defense Artillery Brigade will provide cross support for Investigating Officer's outside of the subject's brigade in cases of allegations by AIT Trainees against AIT Trainees.

(3) Permanent Party. In all other cases in which permanent party are identified as subject or complainant, brigades will independently coordinate cross support for IOs outside of the subject's brigade. The Chief of Staff, Fires Center of Excellence and Fort Sill will resolve any difficulties.

b. IOs must meet qualifications specified in AR 15-6, Chapter 2.

c. While the Brigade Commander retains discretionary authority, generally in most cases, the battalion is the appropriate appointing level.

d. Investigations will be conducted under the provisions of AR 600-20, Chapter 7, Sexual Harassment/Assault Response and Prevention.

(1) The appointed Investigating Officer will contact the SARC listed on page one of the DA Form 7746, or the appointing authorities' Brigade SARC on a command-initiated investigation (referenced as the managing SARC). IAW AR 600-20, the managing SARC will provide the Investigating Officer additional documentations; explain required updates needed during and after the investigation; the differences with the managing SARC and consulting SARC roles and responsibilities; and provide a referral with contact information to the consulting SARC.

(2) Appointed IO's will initiate contact with the Brigade SARC to inform them that they will be active within that brigade.

e. Updates on the progress of the sexual harassment investigation and/or inquiry will be sent to the appointing authority by the individual in possession of the sexual

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harassment investigation packet. The appointing authority will send updates, using the 7W format IAW USAFCoEFS Regulation 1-8, through the chain of command to the Commanding General IAW AR 600-20, courtesy copy the SHARP Program Manager/Lead SARC. The first update is required within 20 calendar days from the appointment of the Investigating Officer and subsequently every 14 days until completion of adjudication. Commanders will forward final investigative reports to the GCMCA including the appointing authority's actions taken on the findings and recommendations.

f. Sexual harassment complaint investigations will comply with processing timelines established by AR 600-20. When the investigation is returned to the commander for adjudication, the commander must coordinate with the managing SARC to ensure the Complaint notification process, part V of DD Form 7746, is completed and a copy of the investigation packet is provided to the managing SARC.

5. Exceptions. Exceptions to this policy require approval from the Chief of Staff, Fires Center of Excellence and Fort Sill.

6. The point of contact is the Chief of Staff, Fires Center of Excellence and Fort Sill, (580) 442-3005.



WINSTON P. BROOKS  
Major General, USA  
Commanding

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