



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

ATZR-C

SEP 23 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CG Policy Memorandum #9, Appointment of Investigating Officers to Conduct Formal Sexual Harassment Complaint Investigations

1. Reference: AR 600-52 (Sexual Harassment/Assault Response and Prevention Program), 11 February 2025
2. Purpose. This Policy provides clarifying guidance to how this Headquarters implements the requirements on appointing investigating officers to conduct formal sexual harassment complaint investigations.
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. Process.
 - a. Submitting names for the Sexual Harassment Investigator Course (SHIC). Students will enroll in the SHIC in ATRRS through their S3 Schools POC using the information listed below. Students will submit a DA Form 4187 with all required information complete. The S3 Schools team will submit the DA Form 4187 to the G3 Schools Quota Manager to schedule the class.
 - (1) School Code: 015
 - (2) Course Code: DAIG-F015-SHIC(DL)
 - b. Submit certificates for FCoEFS tracking. Organizations are responsible for collecting completion certificates once leaders have completed the course. These certificates will be provided to the SHARP and G33 teams. The SHARP and G33 teams will maintain and update the FCoEFS level system.
 - c. SHARP or G33 will add names to DA Form 6 once certificate is received and uploaded.

ATZR-C

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d. Applying for PDSI H1A. Once the leader has received their completion certificate, they will take their certificate and PDSI approval memorandum to their S1 or Personnel Office to have a PAR submitted to receive the PDSI: H1A.

5. Effective immediately, if sufficient information exists to permit the initiation of a formal sexual harassment investigation, Investigating Officers (IOs) will be appointed as follows:

a. DA Form 6 will list all trained and available IOs.

b. IOs must have ACOM identifier listed next to their name of DA Form 6.

c. The SHARP Office will provide the complaint to the Administrative and Civil Law Office IOT generate IO appointment orders based on the Chief of Staff's DA Form 6 operated by the SGS and IAW AR 600-52. IO must work outside of the victim and subject's chain of commands.

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

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

f. Investigations will be conducted under the provisions of AR 15-6.

6. Updates on the progress of the sexual harassment investigation and/or inquiry will be provided as appropriate. The appointing authority will send updates, using the 7W format IAW FCoEFS Regulation 1-8, through the chain of command to the Commanding General IAW AR 600-52, courtesy copy the 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.

7. Sexual harassment complaint investigations will comply with processing timelines established by AR 600-52. 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.

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

ATZR-C

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

A handwritten signature in black ink, appearing to read 'P. Costello', with a large, stylized flourish at the end.

PATRICK M. COSTELLO
Brigadier General, USA
Commanding

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