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US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON FORT SILL
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AMIM-SIG-ZA (600-20i)

20 March 2023

**MEMORANDUM FOR ALL US ARMY GARRISON FORT SILL INSTALLATION
MANAGEMENT COMMAND (IMCOM) PERSONNEL**

**SUBJECT: Command Policy #22-19 – Sexual Harassment/Assault Response and
Prevention (SHARP) Program**

1. References:

a. DoDI 1020.03 (Harassment Prevention and Response in the Armed Forces) –
Change 2, 20 December 2022

b. DoDI 6495.02-Vol 1 (Sexual Assault Prevention and Response: Procedures)
Change 7, 6 September 2022

c. AR 350-1 (Army Training and Leader Development, Table F-1, Mandatory
Training Requirements for all Personnel) 10 December 2017

d. AR 600-20 (Army Command Policy, Chapter 7, Para 7-5 o-s) 24 July 2020

e. AR 690-600 (Equal Employment Opportunity Discrimination Complaints), 9
February 2004

f. Army Directive 2018-23 (Improving Essentials Programs) 8 November 2018

g. Army Directive 2021-30 (Sexual Harassment/Assault Response and Prevention
Services for Department of the Army Civilians) 2 September 2021

2. Applicability: This policy applies to all Soldiers, Department of the Army (DA) Civilians, Family members, contractors, local national and other personnel who work on, reside on, or visit US Army Garrison Fort Sill, or facilities within the Installation Management Command (IMCOM) areas of operation.

3. The Army has zero tolerance for sexual harassment and sexual assault, which are both incompatible with Army values. This policy reinforces the Army's commitment to eliminate sexual harassment and sexual assault through a comprehensive program of awareness, prevention, training, education, victim advocacy, response, reporting, and accountability. Leaders, at every level, must be committed to creating and maintaining a positive command climate that promotes productivity, and fosters dignity and respect for

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others. Sexual harassment and sexual assault are unacceptable actions that erode trust, destroy teamwork, and negatively affect Army readiness. This is a call to action, and strongly encourages bystander intervention to prevent sexual harassment and sexual assault. Three common ways to intervene are for you to act directly, to distract persons involved to alter the situation, or to encourage someone better equipped to intervene in an inappropriate or dangerous situation.

4. All Soldiers and Army Civilians must understand, embrace, and fulfill their responsibilities to prevent sexual harassment, sexual assault, and associated retaliatory behaviors within our Army. Preventing sexual harassment and sexual assault is everyone's responsibility. Anyone subjected to sexual harassment or sexual assault should feel free to report the incident to the SHARP Office. I expect leaders to respond within 24 hours for all allegations of sexual harassment, sexual assault, and retaliation. For DA Civilians experiencing sexual harassment, procedures for reporting are available through your local Equal Employment Opportunity (EEO) Office. Sexual harassment and sexual assault are punishable under the Uniform Code of Military Justice (UCMJ) for the military, and under federal and local law for DA Civilians.

5. The term "sexual harassment" includes but is not limited to the following conduct of an overt or implied sexual nature, which is generally investigated through administrative investigations pursuant to AR 15-6:

- a. Unwelcomed sexual advances or requests for sexual favors.
- b. Deliberate or repeated offensive comments of a general nature when submission to such conduct is either explicitly or implicitly a term or condition of a person's job, pay or career.
- c. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person.
- d. Conduct that has the purpose or effect of unreasonably interfering with an individual's work performance; or
- e. Conduct that creates an intimidating, hostile, or offensive working environment, and is so severe or pervasive that a reasonable person would perceive the environment as hostile or offensive.

6. The definition of sexual assault is "intentional physical sexual contact, characterized by use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent." A civilian employee who has been sexually assaulted who wishes to report the assault should report such to law enforcement (if on the installation or by a Soldier, to Criminal Investigative Division (CID), Fort Sill Field Office), the EEO Office (if

there is a connection to the workplace) or ask the SHARP Office for a referral to available civilian resources to supplement SHARP services open to non-military personnel. All victims who contact SHARP professionals for assistance will receive all necessary assistance using the “No Wrong Door” approach to victim advocacy, support, and access to resources permitted by law and policy.

7. Commanders and supervisors should seek the legal advice of the Office of the Staff Judge Advocate to determine whether reported conduct is considered sexual assault or sexual harassment, as well as to ensure the appropriate investigative agency is immediately notified of such and that such is properly reported to higher headquarters.

8. Soldiers and active-duty eligible Family Members 18 years old or older who contact SHARP professionals for assistance will receive all necessary assistance, support, and access to resources permitted by law and policy. Soldiers and eligible Family Members, who have been sexually assaulted have two distinct reporting options:

a. **Restricted Reporting**: Restricted reporting allows Soldiers and active-duty eligible Family Members 18 years old or older who are sexual assault victims to disclose the details of their assault to specifically identified individuals on a confidential basis, and to receive medical treatment and counseling without triggering an official investigation. Soldiers and active-duty eligible Family Members who are sexually assaulted and desire restricted reporting should report the assault to their Sexual Assault Response Coordinator (SARC), Victim Advocate (VA) or a healthcare provider. DA Civilians and contractors do not have this restricted reporting option.

b. **Unrestricted Reporting**: Unrestricted reporting allows Soldiers and active-duty eligible Family Members 18 years old or older who are sexually assaulted and desire medical treatment, counseling, and an official investigation of allegations to use current reporting channels (the chain of command or law enforcement) or to report the incident to the SARC or the on-call VA.

9. This command will follow the guidelines listed below to treat all victims of sexual assault and sexual harassment with dignity, fairness, privacy, and respect. We will treat every report of sexual assault, sexual harassment, and related retaliatory behaviors seriously and expeditiously:

a. Commanders or supervisors, upon notification of an allegation of sexual assault, will immediately contact their local SARC for guidance, and notify the Criminal Investigative Division (CID). Leaders will protect the rights of both the victim and the accused. SHARP personnel will provide victim’s rights using DD Form 2701, Initial Information for Victims, and Witnesses of a Crime. Commanders will submit a Sexual Assault Incident Response Oversight Report (SAIRO) within eight calendar days of the incident report.

b. Leaders will consider appropriate disposition to effectively hold offenders accountable for substantiated misconduct while ensuring due process, provide compassionate care for victims, and protect the rights and privacy of all concerned. Commanders will not conduct any internal inquiries or investigations of sexual assaults or delay immediately contacting CID to assess the credibility of the report themselves. Commanders will also immediately contact supporting SARCs and legal advisors for assistance in properly investigating allegations of sexual harassment.

c. All personnel will contribute to a culture of trust in which everyone can thrive and achieve their full potential. Commanders, Directors, and Supervisors must support annual Sexual Assault Awareness and Prevention Month events in April and the SHARP campaign lines of effort.

d. Commanders will ensure that a memorandum of agreement exists with civilian law enforcement agencies that establishes relationships and allows open lines of communication between installation law enforcement and civilian law enforcement for information sharing regarding sexual assaults, subjects, and alleged victims.

10. Per reference 1d, all commanders and senior enlisted advisors will meet with the SARC for a one-on-one SHARP briefing within 30 days of taking command or change of responsibility. The briefing will include a trend analysis brief for the unit and area of responsibility, confidentiality, and "official need-to-know" requirements for both unrestricted and restricted reporting, and the requirements of the SAIRO report. Commanders will also use the Defense Equal Opportunity Climate Survey to identify SHARP issues and take immediate action on items identified as amber or red. Commanders and directors will ensure that all Soldiers and DA Civilians are trained annually IAW Ref 1c and document their attendance in the IMCOM G3-5-7 mandatory training data call SharePoint web page. Commanders will also participate in local monthly Sexual Assault Review Board (SARB) meetings held by the installation senior commander and use it as a tool to support their SHARP Programs.

11. Per reference 1f, commanders will determine the duration, location, and means for conducting SHARP annual refresher training. Leaders will lead annual training with the assistance of credentialed SHARP professionals. Leaders will facilitate the discussion as directed, not just participate in training. A leader is anyone in a supervisory position. Contractors and local nationals are optional though highly encouraged to attend training, but not required to report as mandatory training. Commanders will also offer this training to military Family Members ages 18 and older. IMCOM's goal is to have 90% of all DA Civilians, appropriated and non-appropriated fund full-time employees, and military trained by 1 August, and 100% trained by 1 September. Contractors and local nationals may attend training if the government and contractor supervisor have agreed on the training and time management, or the training is otherwise required under

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the contract. Commanders will offer training monthly; the training is valid for one year. In addition, all Directorate of Emergency Services personnel will receive annual SHARP first responder training that covers how to respond to a report of sexual assault and how to offer resources to alleged victims.

12. This command will not tolerate retaliation or reprisal (any act of retaliation) against an individual who makes a protected SHARP-related communication. The definition of retaliation is when any person subject to the UCMJ or Federal law does either of the following:

- a. Wrongfully takes or threatens to take an adverse personnel action, or
- b. Wrongfully withholds or threatens to withhold a favorable personnel action with the intent to discourage.

against a person reporting or planning to report a criminal offense or making or planning to make a protected communication:

13. Every DoD employee and military member has the right to report criminal offenses with a protected communication. The Inspector General will investigate all reports of retaliation/reprisal.

14. The Department of Defense Sexual Assault Prevention and Response Office (SAPRO) has established a Safe Helpline so members of the DoD community impacted by sexual assault can discuss their situation and concerns freely without worry that their information will be shared with the DoD or their chain of command. If individuals need immediate assistance, call the local SARC or Victim Advocate. Individuals can also call the DoD Safe Helpline at (877) 995-5247; go online at <https://safehelpline.org/> to get confidential help, or download the DoD approved Safe Helpline application on their phone for immediate, anonymous, and confidential support. All Safe Helpline services are anonymous, confidential, and tailored to support members of the DoD community and their loved ones affected by sexual assault. Anonymous means that individuals can access the Safe Helpline without sharing any personal information. Confidentiality means that in most cases, the personal information shared will receive protection from disclosure.

15. All full-time SHARP personnel will be appointed in writing, trained, certified, and prepared to perform installation-wide advocacy duties as soon as possible (goal is six months). Once credentialed, all SARCs will be appointed by their ID Director (SES level or O6 Acting Director) and VAs will be appointed by the first O6/GS-15 in the chain of command. SHARP appointments will not be delegated lower. The IMCOM SHARP Program Manager, upon request, will provide an approval recommendation for every appointment action verifying that the individual has never had credentials revoked or

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suspended, and validate background documentation from their local Civilian Personnel Advisory Center.

16. Commanders are encouraged to participate in the SHARP Ambassador Program, where selected E1-E4 volunteers are properly trained and certified to serve as a commanders' first line of detection of SHARP incidents. SHARP Ambassadors actively aid VAs, SARCs, and commanders in awareness, intervention, prevention of sexual harassment and sexual assault within military organizations. Additionally, they provide commanders situational awareness of their organizational climate and culture, as well as assist in the prevention of Command Program violations.

17. This policy is effective until superseded or rescinded.

18. The point of contact for this memorandum is Raymond A. Mullins, Garrison SHARP Office at 580-442-2567, or raymond.a.mullins.civ@army.mil.



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