



DEPARTMENT OF THE ARMY
HEADQUARTERS US ARMY GARRISON FORT SILL
455 MCNAIR AVE STE 119
FORT SILL OK 73503-4541

AMIM-SIG-ZA (600-20g)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Prevention of Sexual Harassment and Sexual Assault and Treatment of Complainants and Victims, GC Policy Memorandum 25-19

1. References:

- a. AR 600-52 (Sexual Harassment/Assault Response and Prevention)
- b. DoDI 1020.03 (Harassment Prevention and Response in the Armed Forces), Change 2, 20 December 2022
- c. DoDI 6495-02-Vol 1 (Sexual Assault Prevention and Response Procedures), Change 7, 6 September 2022
- d. AR 350-1 (Army Training and Leader Development)
- e. AR 690-600 (Equal Employment Opportunity Discrimination Complaints)
- 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. The United States Army Garrison (USAG) Fort Sill upholds all Army prevention of sexual harassment, sexual assault, and treatment of victim policies. We are committed to the Army's policy of promoting the prevention of sexual harassment, sexual assault, and the appropriate treatment of victims. Our goal is the complete elimination of any form of sexual harassment and sexual assault.

- a. The Sexual Harassment Assault Response and Prevention (SHARP) program is centralized under the Senior Commander and provides support to all units, organizations and tenant commands on Fort Sill. Sexual harassment and sexual assault are incompatible with the Army Values and will be not tolerated. We will eliminate these acts through a comprehensive program of awareness and prevention, training and education, victim advocacy, accountability and support through the SHARP Program.

b. This memorandum serves as the policy letter for these preventative measures. I expect the environment within USAG Fort Sill to be one in which Soldiers care so much about Warfighting, Lethality, and Readiness that they never allow Warfighting, Lethality, and Readiness to fray or disintegrate by allowing any form of sexual harassment or sexual assault to happen. This applies to all members assigned, attached or present for duty at USAG Fort Sill, on or off duty, and on or off post.

3. USAG Fort Sill leaders will ensure that our command climate at all levels sustain these three important principles. Even in training, our lives are frequently in the hands of our fellow Soldiers. All Soldiers, Civilians and Family Members at USAG Fort Sill must live the Army Values and the Soldier's Creed. We always treat others with dignity and respect. Any instance of someone who is not treated with dignity and respect, or a failure to display adherence to the Army Values, will be immediately addressed and corrected.

4. Sexual harassment is any conduct that involves unwelcome sexual advances, requests for sexual favors, deliberate or repeated offensive comments or gestures of a sexual nature. The conduct is so severe or pervasive that a reasonable person would perceive, and the victim does perceive the environment as hostile or offensive. Any person in a supervisory role or command position who uses or condones any form of sexual behavior to control, influence, or affect the career, pay, or job of a member of the Armed Forces or a civilian employee of the Department of War (DOW) engages in sexual harassment. Any form of sexual harassment occurring in person, through electronic communication, including social media and other forms of communication is unacceptable and is not compatible with an environment that fosters Warfighting, Lethality, and Readiness. Under SHARP there are two complaint procedures, anonymous and formal. Commanders at all levels will immediately contact the fulltime (O-6 level) Sexual Assault Response Coordinator (SARC) when they become aware of a sexual harassment complaint to ensure a coordinated response. Command battle drills are provided in enclosures 1 and 2. Investigating Officers will be appointed in accordance with (IAW) CG Policy Letter 6B.

a. Reporting eligibility.

(1) Soldiers (including Delayed Entry Program (DEP) participants and United States Military Academy (USMA) Cadets), Reserve Officers' Training Corps (ROTC) Cadets placed on valid Title 10 orders, and Family Members 18 years of age and older may file a sexual harassment report with a SARC or Victim Advocate (VA).

(2) Victims of sexual harassment committed by an unmarried intimate partner or dating partner may receive SHARP services when the subject is not a current or former spouse, a person with whom the victim shares a child in common, or a current or former intimate partner with whom the victim shares or has shared a common domicile.

b. Categories of sexual harassment.

(1) *Verbal*. Examples of verbal sexual harassment may include telling sexual jokes; using sexually explicit profanity, threats, sexually oriented cadences, or sexual comments; whistling in a sexually suggestive manner; and describing certain attributes of one's physical appearance in a sexual manner. Verbal sexual harassment may also include using terms of endearment such as "honey," "babe," "sweetheart," "dear," "stud," in referring to Soldiers, DA Civilians, or Family Members.

(2) *Nonverbal*. Examples of nonverbal sexual harassment may include cornering or blocking a passageway, inappropriately or excessively staring at someone, blowing kisses, winking, or licking one's lips in a suggestive manner. Nonverbal sexual harassment also includes offensive printed material (for example, displaying sexually oriented pictures or cartoons); using electronic communications; or sending sexually oriented texts, faxes, notes, or letters.

(3) *Physical contact*. Examples of physical sexual harassment may include touching, patting, pinching, bumping, grabbing, kissing, or providing unsolicited back or neck rubs. There is significant overlap between physical contact that constitutes sexual assault and physical contact that constitutes sexual harassment. Unwanted physical touching that does not meet the legal definition of sexual assault may still be addressed using the sexual harassment reporting process.

c. Types of sexual harassment.

(1) *Quid pro quo* is a Latin term meaning "this for that." This term refers to conditions placed on a person's career or terms of employment in return for favors.

(2) A hostile environment, to include the work environment, can occur when Soldiers or DA Civilians are subjected to offensive, unwanted, and unsolicited comments, behavior, or images (verbal and nonverbal, including through the use of electronic devices and communications) that are sexual in nature.

d. Intervention/Reporting/Complaints

(1) *Direct Intervention*. A Soldier may make a request for direct intervention, if the desired remedy for the aggrieving behavior can be achieved by peer intervention, counseling, or training. Requests for direct intervention will be made only to those individuals who are not in a supervisory or command position. SARC and VAs can assist with understanding of options for direct intervention, but SHARP professionals will not intervene or confront the subject. If any commander becomes aware of a request for direct intervention, they are required to initiate an investigation. Direct intervention cannot be used to address harassment that involves physical contact or attempted physical contact, quid pro quo, or attempted quid pro quo, or where the subject is a

superior and is in a superior-subordinate relationship. Additionally, criminal offenses under the Uniform Code of Military Justice (UCMJ) or local, state, Federal, or host nation law cannot be addressed through direct intervention and will be reported to commanders and the special agent-in-charge of the supporting United States Army Criminal Investigation Division (USACID) office. Examples of direct intervention would be telling a Soldier or DA Civilian that their behavior is unacceptable and needs to stop or take down offensive material from a common area.

(2) *Confidential Reporting.* A confidential report allows the victim to receive victims' services and assistance from the SARC and VA. This option does not allow a SHARP professional to confront the subject or resolve the sexual harassment. A Soldier may report sexual harassment, confidentially, to a SARC or VA.

(3) *Anonymous Complaint.* An anonymous complaint is a report of sexual harassment from an unknown or unidentified source received by a commanding officer or supervisor, regardless of the means of transmission. The individual reporting the information is not required to disclose any personally identifiable information (PII). Commanders will publicize and enable anonymous reporting through organizational hotlines, email, and official telephone lines and through the SARC and VA. Anonymous complaints are a method for Soldiers and Family Members (18 years of age and older) to have their concerns investigated and addressed without revealing the victim's identity.

(4) *Formal Complaint.* Formal complaints require specific actions prescribed in this chapter, are subject to timelines, and require documentation of the actions taken. Unless otherwise stated, this assumes that the victim and subject of the complaint are assigned with the same brigade and, therefore, are under the command of the same brigade commander. Victims are encouraged to file formal complaints in a timely manner from the date of the aggrieving behavior to ensure there is enough information for an investigating officer to investigate. Upon the victim's election to file a formal complaint, the SARC or VA will assist the victim with completing the DA Form 7746 (Sexual Harassment Complaint). Once the victim and the SARC or VA complete the DA Form 7746, the SARC will arrange a date and time for the SARC to accompany the victim to deliver the complaint to the subject's brigade commander (or designated officer). Upon receipt of the report, the subject's brigade commander or the commander's designated officer will administer the oath to the victim and swear the victim to the truthfulness of the complaint.

e. Mandatory reporters of sexual harassment.

(1) Commanders at all levels.

(2) Anyone in the chain of command, to include supervisors, first sergeants, and senior enlisted advisors (not required to be in the victim's chain of command).

(3) Army Transformation and Training Command instructors. This does not include USMA, Army SHARP Academy instructors, and DOW Sexual Assault Advocate Certification Program certified drill instructors on SHARP appointment orders to provide victim advocacy and assistance.

(4) Law enforcement, military police, and USACID agents (both on and off duty).

(5) Army Military OneSource providers.

f. Processing sexual harassment complaints from Department of the Army Civilians.

(1) DA civilian personnel may file complaints of sexual harassment IAW AR 690-600.

(2) SHARP professionals approached by DA Civilians concerning a sexual harassment complaint will assist them in finding the appropriate supporting Equal Employment Opportunity office.

5. Sexual assault is a crime. Sexual assault is intentional sexual contact characterized by use of force, threats, intimidation or abuse of authority or when the victim does not or cannot consent. The term includes a broad category of sexual offenses consisting of the following UCMJ offenses: rape, sexual assault, aggravated sexual contact, abusive sexual contact, or attempts to commit these acts. Under SHARP there are two reporting options for sexual assault: restricted and unrestricted reporting. Command battle drills are provided in enclosures 3, 4, and 5.

a. Reporting eligibility.

(1) Soldiers (including DEP participants and USMA Cadets), ROTC Cadets placed on valid Title 10 orders, Family Members 18 years of age and older, and DA Civilians may file a sexual assault report with a SARC or VA.

(2) Soldiers who were victims of sexual assault prior to enlistment or commissioning are eligible to receive SHARP services and can elect either reporting option, regardless of when or where the sexual assault took place.

(3) Reports and disclosures of sexual assault involving intimate partners will be referred to Family Advocacy Program. Victims of sexual assault committed by an unmarried intimate partner or dating partner (see AR 608-18, 10 USC 928b) may receive SHARP services when the subject is not a former spouse, a person with whom the victim shares a child in common, or a current or former intimate partner with who the victim shares or has shared a domicile.

b. Types of reporting.

(1) Unrestricted reporting requires an investigation and command notification and allows a person who reports sexual assault to access healthcare treatment and the assignment of a SARC and a VA. When a sexual assault is reported through unrestricted reporting, a SARC will be notified, respond, or assign a VA to respond, offer the victim healthcare treatment, offer an optional Sexual Assault Forensic Examination (SAFE), inform the victim of available resources, and explain the contents of DD Form 2910 (Victim Reporting Preference Statement). If the victim elects the unrestricted reporting option, a victim may not change their report to a restricted report.

(2) Restricted reporting does not trigger an investigation. The senior commander is notified that a sexual assault has been reported but is not given the victim's name or other PII. Restricted reporting, through the filing of DD Form 2910, allows Soldiers and Family Members 18 years of age and older to confidentially disclose sexual assault to specified individuals (that is, a SARC, VA, and healthcare personnel) and receive healthcare treatment, a SAFE, counseling, and the assignment of a SARC and VA for advocacy services. If a victim elects this reporting option, they may convert a restricted report to an unrestricted report at any time. A victim can disclose a sexual assault report to a SARC, VA, or healthcare professional without losing the option to file a restricted report. If the victim tells someone outside of the restricted reporting chain (for example, a friend, Family member, roommate, or others), the victim can still elect to submit a restricted report.

(3) DA Civilians are authorized to file a restricted report of adult sexual assault with the Army pursuant to the provisions of this regulation. DA Civilians who report experiencing adult sexual assault shall be offered the assistance of a SARC and a VA to assist with filing a restricted report, immediate crisis intervention, and referral to available resources. DA Civilians may be provided with victim assistance through the Army SHARP Program if available, or through other available resources, including advocacy, support, and referrals available through workplace violence prevention and response programs IAW DoDI 1438.06 and DOW policy.

c. Expanded eligibility to elect the option of a restricted report.

(1) Soldiers and their Family Members who are 18 years of age and older who are victims of sexual assault unrelated to domestic abuse or domestic violence are eligible to a restricted report, provided they did not personally report the sexual assault to law enforcement, to include the USACID, and did not previously make an unrestricted report by signing a DD Form 2910 or a DD Form 2910-8 (Reporting Preference Statement for DOW Civilian Employees to Report Adult Sexual Assault within the SAPR Program) with a SARC or VA for the same sexual assault.

(2) Eligible victims may elect the option of a restricted report even if the sexual assault was inadvertently or previously disclosed to a commander or to personnel in the chain of command by the victim, subject, or third party, there is an ongoing Military Criminal Investigative Organization (MCIO) investigation of the sexual assault reported by a third party and not due to the victim's disclosure to law enforcement and/or the MCIO investigation into the sexual assault is closed.

6. Ensure that Defense Organizational Climate Surveys are conducted, and results are coordinated with the military equal opportunity professional and provided to the aligned SARC. Tracking of command climate assessments results is required by Section 1721, National Defense Authorization Act of 2014.

7. All personnel have the right to be treated with dignity and respect. Crime victims have the following additional rights: to be reasonably protected from the accused, to be notified of court proceedings, to be present at public court proceedings, to confer with the government attorney on the case, available restitution, and to information about the conviction, sentencing, imprisonment, and release of the offender. This list is not all-inclusive but outlines many rights of the victim.

8. All individuals seeking assistance will be able to do so without fear of retaliation. Retaliation may include reprisal, ostracism, or acts of cruelty, oppression or maltreatment. Retaliation against victims, alleged victims, witnesses, bystanders, SARCs, VAs, and first responders will not be tolerated and may be punished under Article 92, UCMJ. Acts of retaliation may be reported to Command, Fort Sill Inspector General's Office (580) 442-3172, the USACID (580) 442-5404 or the SHARP hotline at (580)-91-SHARP.

9. All Soldiers, adult Family Members and DA Civilians can receive assistance from the SHARP Program. Information and assistance provided will be specific to the eligibility of the individual seeking services. Commanders, leaders and SHARP personnel will ensure all available resources, such as medical treatment and counseling, chaplain, legal services, law enforcement, military and civilian protective orders, expedited transfers permanent change of station (PCS), a VA and/or SARC are available to victims who are eligible for services. To reach an advocate 24 hours a day, 7 days a week, please call the Fort Sill SHARP Hotline at (580) 917-4277 or the DOW Safe Helpline at 1-877-995-5247 or visit the SHARP Resource Center, 2913 Custer Road.

10. This policy is punitive; violations may be punished under UCMJ Article 92 and other federal and local civilian laws. Leaders who fail to report or initiate an investigation IAW AR 600-52 may also be subject to punitive and/or adverse administrative action.

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11. This policy is effective until superseded or rescinded.

12. The point of contact for this policy is the Supporting USAG SARC at (520) 851-0153 or raymond.a.mullins.civ@army.mil.

6 Encls

1-5. as

6. Expedited Transfers (PCS)

JULIA S. SIBILLA

Acting Garrison Commander

DISTRIBUTION:

Fort Sill Intranet

HQ Garrison

DES

DHR

DPTMS

DPW

DFMWR

PAIO

RMO

Safety Office

Welcome Center

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Enclosure 1

FORMAL SEXUAL HARASSMENT COMPLAINT PROCESS

SARC arrange date and time to accompany victim to deliver complaint to subject BDE CDR or designated officer. Immediately following: BDE CDR coordinate with the officer designated to administer the oath and swear complaint to statement	If CDR determines complaint includes physical contact that is not sexual assault, BDE CDR coordinates with assigned Trial Counsel regarding requirement to inform CID.	Fort Sill 1-8 Requirements: Commanders will notify: Immediately to the CG if FCoE Category 1.21 ¹ followed by SIR to FSOC, Within 4 hours to FSOC if FCoE Category 2.15; 2.44 ² , Within 8 hours to FSOC if FCoE Category 3.14; 3.19 ³	Within 72 Hours: The BDE Commander will initiate a 15-6 investigation, appoints an IO outside of the BDE ⁴	Once IO is appointed ^{5,6} : The IO receives complaint from BDE Commander and meets with legal advisor to review investigation process IAW AR 15-6	Within 20 calendar days of investigation initiation, the subjects O-6 Commander will update the CG with a final progress report ⁷⁻¹¹ .	If investigation exceeds 14 days , progress reports will be sent to the CG and complainant(s) every 14 days until complete ¹⁰⁻¹¹	Subjects Commander provides outcome to victim and provides completed investigation packet to servicing SARC
Foot Notes: 1. FCoE Category 1.21: Trainee abuse or Platoon Sergeant, Drill Sergeant, Recruiter, ROTC/Junior ROTC cadre misconduct. (a) Allegations of Trainee abuse as defined in TRADOC Regulation 350-6, (any improper or unlawful physical, verbal, or sexual act against a Trainee; or acts involving a Trainee against Trainee). Trainee abuse, Platoon Sergeant, and Drill Sergeant misconduct will be reported in accordance with TRADOC Regulation 350-6. (b) Allegations of Platoon and Drill Sergeant misconduct not related to trainee abuse. 2. FCoE Category 2.15: Maltreatment of Soldiers or DA Civilians to include assaults, abuse, or exploitation where the offender has a trainer, supervisor, or cadre-trainee relationship with the victim, regardless of whether they are members of the same organization. Instances of consensual sex are not reportable unless other considerations such as sexual harassment or adverse publicity are involved. FCoE Category 2.44: Any instances of misconduct in which the alleged subject occupies a position of special trust and authority (See also SHARP CCIR Battle Drill). 3. FCoE SIR Category 3.14: Any officer or Senior NCO (E-7 or above) misconduct. FCoE SIR Category 3.19: Any other incident determined by a Commander to be of immediate concern to the Fort Sill Commander or ACOM Commander. Decision will be based on the nature, gravity, and potential for adverse publicity, and consequences as the result of the incident. 4. IAW CG Policy #6B: IAW CG Policy #6B - if complaint is trainee on trainee out of 434th BDE, the IO can come from a different BN within 434th BDE 5. The BDE Legal/XO/DCO will provide IO with appointment orders and complaint . The IO will then receive legal brief by ADLAW or BJA. 6. The advising legal representative remains available to the IO for consultation and assistance throughout the investigation. 7. The O-6 Commander will provide the complainant(s) information about the status and outcomes of the complaint. I.E. who is investigating, projected completion date, and upon command decision the investigation findings in which outcome was substantiated or unsubstantiated. 8. The O-6 Commander will decide to investigate further, approve or disapprove all or part of the findings, recommendations, and inform the complainant(s), the offender and BDE SARC in writing. 9. The O-6 Commander will provide a final report to the CG and the FCoE Lead SARC including the appointing authority's actions taken on the findings and recommendations. 10. Commander provides 20-day progress report to GCMCA if investigation extends beyond the 14 calendar days, and every 14 days thereafter until investigation is complete 11. BDE Commander updates named complaints and victims every 14 calendar days until the investigation and update to the complainant and subject is complete							30-45 calendar days after completion, SARC conducts follow up assessment and presents findings and recommendations to subjects BDE Commander within 15 calendar days.
							Note: ALL Tenant units will still report IAW timelines and guidelines to their higher headquarters

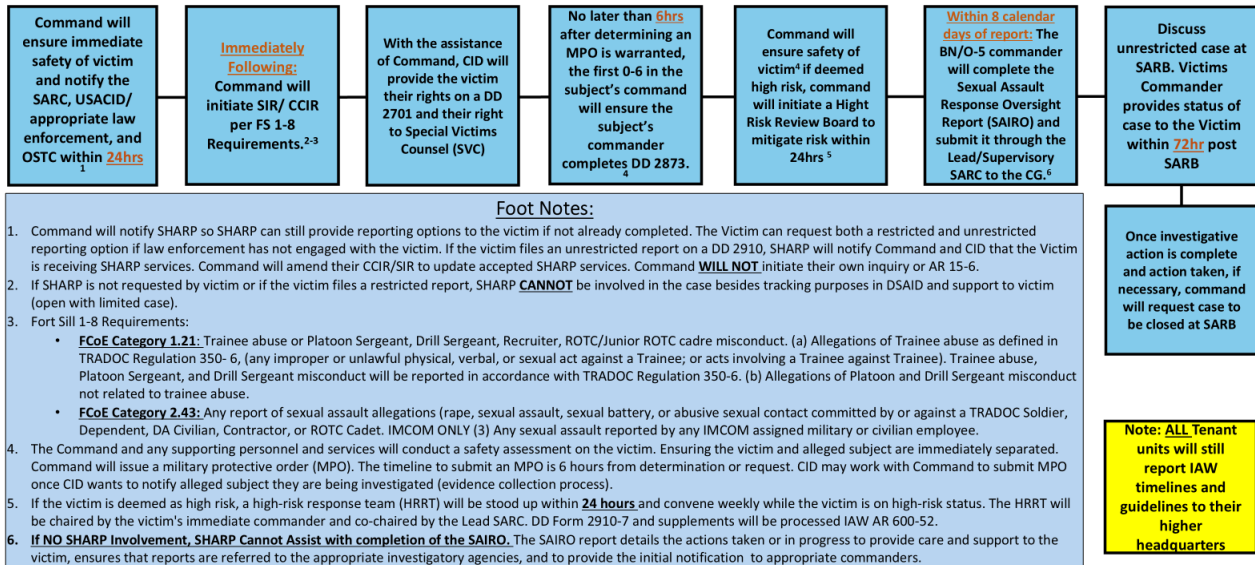
Enclosure 2

ANONYMOUS SEXUAL HARASSMENT COMPLAINT PROCESS

O6 Commander (GS15 for civilians) Notified of an Anonymous Sexual Harassment Complaint	If sufficient information is present, subjects BDE Commander conducts an inquiry or investigation IAW AR 600-52, DoDI 1020.03, and AR 15-6	Fort Sill 1-8 Requirements: Commanders will notify: Immediately to the CG if FCoE Category 1.21 ¹ followed by SIR to FSOC, Within 4 hours to FSOC if FCoE Category 2.15; 2.44 ² , Within 8 hours to FSOC if FCoE Category 3.14; 3.19 ³	Within 72 Hours: The BDE Commander will initiate an inquiry or a 15-6 investigation, appoints an IO outside of the BDE ⁴	Once IO is appointed ^{5,6} : The IO receives complaint from BDE Commander and meets with legal advisor to review investigation process IAW AR 15-6	Within 20 calendar days of investigation initiation, the subjects O-6 Commander will update the CG with a final progress report ⁷⁻⁹ .	If investigation exceeds 14 days , progress reports will be sent to the CG and SARC every 14 days until complete ⁹	Subjects Commander provides completed investigation packet to servicing SARC who will close out investigation
Foot Notes: 1. FCoE Category 1.21: Trainee abuse or Platoon Sergeant, Drill Sergeant, Recruiter, ROTC/Junior ROTC cadre misconduct. (a) Allegations of Trainee abuse as defined in TRADOC Regulation 350-6, (any improper or unlawful physical, verbal, or sexual act against a Trainee; or acts involving a Trainee against Trainee). Trainee abuse, Platoon Sergeant, and Drill Sergeant misconduct will be reported in accordance with TRADOC Regulation 350-6. (b) Allegations of Platoon and Drill Sergeant misconduct not related to trainee abuse. 2. FCoE Category 2.15: Maltreatment of Soldiers or DA Civilians to include assaults, abuse, or exploitation where the offender has a trainer, supervisor, or cadre-trainee relationship with the victim, regardless of whether they are members of the same organization. Instances of consensual sex are not reportable unless other considerations such as sexual harassment or adverse publicity are involved. FCoE Category 2.44: Any instances of misconduct in which the alleged subject occupies a position of special trust and authority (See also SHARP CCIR Battle Drill). 3. FCoE SIR Category 3.14: Any officer or Senior NCO (E-7 or above) misconduct. FCoE SIR Category 3.19: Any other incident determined by a Commander to be of immediate concern to the Fort Sill Commander or ACOM Commander. Decision will be based on the nature, gravity, and potential for adverse publicity, and consequences as the result of the incident. 4. IAW CG Policy #6B: IAW CG Policy #6B - if complaint is trainee on trainee out of 434th BDE, the IO can come from a different BN within 434th BDE 5. The BDE Legal/XO/DCO will provide IO with appointment orders and complaint . The IO will then receive legal brief by ADLAW or BJA. 6. The advising legal representative remains available to the IO for consultation and assistance throughout the investigation. 7. The O-6 Commander will provide a final report to the CG and the FCoE Lead SARC including the appointing authority's actions taken on the findings and recommendations. 8. Commander provides 20-day progress report to GCMCA if investigation extends beyond the 14 calendar days, and every 14 days thereafter until investigation is complete 9. BDE Commander updates GCMCA and SARC every 14 calendar days until the investigation is complete							Note: ALL Tenant units will still report IAW timelines and guidelines to their higher headquarters

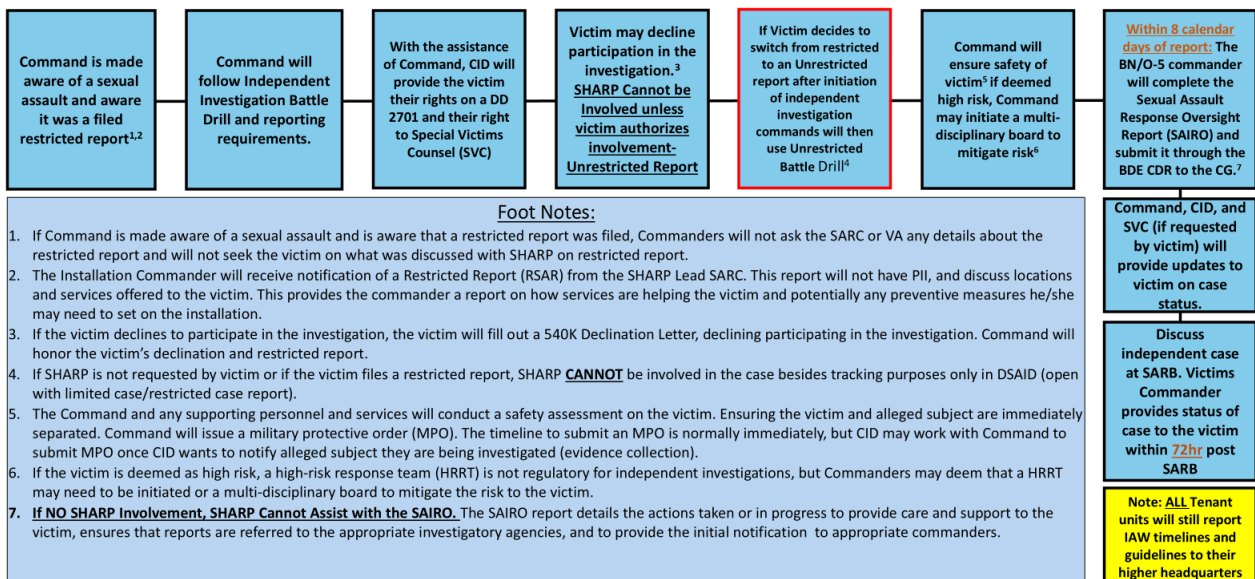
Enclosure 3

SEXUAL ASSAULT – INDEPENDENT/UNRESTRICTED INVESTIGATION



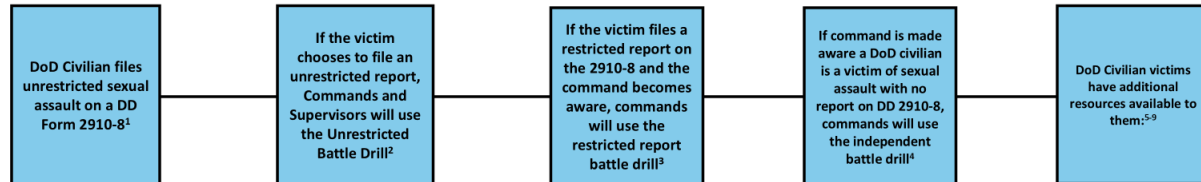
Enclosure 4

SEXUAL ASSAULT – RESTRICTED REPORT



Enclosure 5

CIVILIAN SEXUAL ASSAULT REPORT

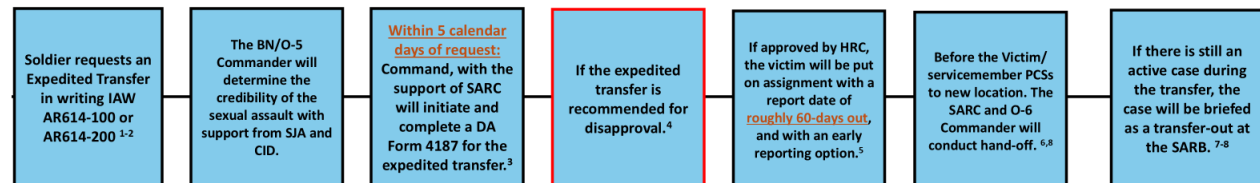


Foot Notes:

1. If the victim is a DoD civilian and is not a dependent of a service member or in the Reserves. The civilian will select either a restricted or unrestricted report on the DD Form 2910-8. If the victim is a dependent, they will utilize the DD Form 2910.
2. If the victim files an unrestricted report on a DD Form 2910-8, commands will follow the unrestricted battle drill and follow all reporting requirements. The victim will identify the status of the subject on the 2910-8 stating if they are a service member, civilian or unidentified.
3. If a commander or supervisor is made aware of a restricted sexual assault report, they will treat it as an independent investigation and follow independent battle drill. If the victim wishes to convert from restricted to unrestricted, SHARP can support leadership, if the victim wishes to keep their report restricted, SHARP will not provide leadership information.
4. If a commander or supervisor is made aware of a sexual assault, they will contact SHARP and treat the report as an independent investigation. If the victim files through SHARP, SHARP will notify leadership and law enforcement that the victim is now receiving advocacy services.
5. Eligible adult sexual assault victims include those who file or have already filed a restricted report with a DD Form 2910, those who have filed an unrestricted report but have not disclosed the subjects name to law enforcement, and those who have decided not to file any official report, using a DD Form 2910-4.
6. All civilians can use their local workplace violence programs, local rape crisis centers and survivor support groups for additional resources. DoD civilian victims will be provided information on their Employee Assistance Program (EAP) representative for additional resources to them.
7. The state of Oklahoma is a non-report state. Meaning if the victim notifies someone like medical personnel that they were sexually assault, local medical personnel will notify an advocate from the local rape crisis center.
8. Civilian victims have a right to medical services including a sexual assault forensic exam (SAFE) if they file a restricted or unrestricted report.

Enclosure 6

EXPEDITED TRANSFERS(PCS)



Foot Notes:

1. Victims of sexual assault (certain sexual harassment complaints) who are either a service member or a dependent 18 years or older have the option to request for an expedited transfer. A dependent can request their service member spouse to transfer to another location.
2. On the MFR, the victim will provide the reason for requesting an expedited transfer (support in other location, family, other services). They will also choose their three duty locations. The duty locations must be specific to the MOS of the servicemember and can only be within the CONUS.
3. The 4187 will have the victim's information and signature, CID case number and agent information. The BN/O-5 Commander will request approval or disapproval. They will then send it to the O-6 commander for approval or disapproval. If approved the SARC or Command will process the DA Form 4187 and the statement from the victim to HRC Special Actions Branch. HRC Special Actions Branch will process request and approve or disapprove the transfer. It normally takes HRC about 1-week to process the request.
4. If the O-5 Commander recommends disapproval of the expedited transfer, the O-6 Commander will make the determination. If the O-6 Commander disapproves the request, the CG will make the determination to approve or disapprove, and then submit it to HRC Special Actions Branch for final determination.
5. The victim or servicemember will be put on assignment in IPPS-A. They must go into IPPS-A to fill out their member elections. The service member must need email access to track the PCS process.
6. The SARC will reach out to the gaining installation and retrieve the information of the O-6 commander and the SARC, they will also provide the contact information of the O-6 commander to the gaining installation. The losing O-6 Commander will call the gaining O-6 and brief them on the SA victim, case status and any other things the gaining command must be aware of. The losing SARC will conduct a hand-off with the gaining SARC. They will talk case status, services the victim is requesting at the gaining location and any other information the gaining SARC would need to know.
7. If the victim's legal case is still active, the case will be briefed at the SARB as a "transfer-out". The Installation Commander will track the number of days between the approved transfer and when they PCS. The incoming installation should receive a SARB slide from the losing installation and will brief to their installation commander as a "transfer-in". If local command receives an expedited transfer in, they will receive and support the victim and provide updates to the Installation Commander at the SARB.
8. If the victim exceeds 30-days to PCS to the next duty station and it is due to their case status, or risk to the victim, a High-Risk Response Team will be initiated.

Throughout the PCS process, Command will select personnel from their unit to support the victim in the process