DEPARTMENT OF THE ARMY
UNITED STATES ARMY SOLDIER SUPPORT INSTITUTE
10000 HAMPTON PARKWAY
FORT JACKSON, SOUTH CAROLINA 29207-7050

ATSG-CG

13 APR 2012

MEMORANDUM FOR All Soldier Support Institute (SSI) Personnel

SUBJECT: Policy Memorandum 3-4, Sexual Harassment and Assault Response and Prevention Program (SHARP)

1. References:

a. AR 600-20, Army Command Policy, 4 Aug 11.

b. Fort Jackson SHARP Standing Operating Procedures (SOP), 16 Mar 11.

2. Background. The SHARP Program is a comprehensive integration and transformation of the Army's Sexual Assault Prevention and Response (SAPR) Program and Prevention of Sexual Harassment (POSH) efforts. SHARP reinforces the Army's commitment to eliminate incidents of sexual harassment and sexual assault through awareness and prevention, training, victim advocacy, reporting, and accountability.

3. Policy.

a. This command is committed to enforcing the Army's SHARP Program. Sexual harassment and sexual assault destroys teamwork, adversely affects morale, and degrades unit readiness. SSI's goal is to eliminate sexual harassment and sexual assault within this command. Leaders must establish a command climate of prevention predicated on mutual respect and trust, that recognizes and embraces diversity, and that values the contributions of all its members. The prevention of sexual harassment and sexual assault is the responsibility of every individual. Leaders at all levels must not only set the example, but charge their Soldiers to intervene, act, and motivate. Sexual harassment must be dealt with swiftly and fairly so that we foster a work environment that reflects our standards of excellence. Sexual assault violates the basic respect for human dignity, standards of decency, and is a crime punishable under the Uniform Code of Military Justice, federal law, and local civilian laws.

b. Battalion commanders will appoint primary and alternate unit SHARP Representatives to perform collateral duties in support of victims of sexual assault and harassment. Commanders will consult with the servicing trial counsel to determine appropriateness and timing of actions to address victim collateral misconduct. Commanders should coordinate with the unit SHARP Representative to ensure unit programs are in compliance with Army policy.

4. Definitions.

a. Sexual Harassment. Sexual harassment is a form of gender discrimination that involves unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature between the same or opposite genders when:

(1) Submission to, or rejection of, such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, career.

(2) Submission to, or rejection of, such conduct by a person is used as a basis for career or employment decisions affecting that person.

(3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

b. Sexual Assault. Sexual assault is a crime defined as intentional sexual contact, characterized by use of force, physical threat or abuse of authority or when the victim does not or cannot consent. Sexual assault includes rape, nonconsensual sodomy (oral or anal sex), indecent assault (unwanted, inappropriate sexual contact or fondling), or attempts to commit these acts. Sexual assault can occur without regard to gender or spousal relationship or age of victim. "Consent" will not be deemed or construed to mean the failure by the victim to offer physical resistance. Consent is not given when a person uses force, threat of force, or coercion or when the victim is asleep, or incapacitated.

c. Reporting Sexual Assault. An individual who is sexually assaulted may report the incident in a restricted or unrestricted manner. On notification of a sexual assault, the SHARP Representative will advise the victim regarding their options for restricted and unrestricted reporting.

(1) Restricted Reporting. Restricted reporting allows a sexual assault victim to confidentially disclose the details of the assault to the SHARP Representative or healthcare provider, and to receive medical treatment, counseling, and victim advocacy, without triggering the official investigative process. However, the SHARP Representative must still report general information concerning the incident to command officials within 24 hours of the incident, without submitting information that could reasonably lead to the personal identification of the victim.

(2) Unrestricted Reporting. A Soldier who is sexually assaulted and desires medical treatment, counseling, and an official investigation of their allegation should use normal reporting channels (e.g. chain of command or law enforcement) or report the incident to a SHARP Representative.

5. Procedures: Upon receiving information concerning any suspicion or report of sexual harassment or assault, leaders will execute the following procedures:

a. Isolate the victim in a safe area and immediately notify the VA/SHARP or SARC/SHARP.

b. Upon arrival, the VA/SHARP will notify the Soldier Support Institute SARC/SHARP office and installation SARC/SHARP office at 803-543-3085.

6. The victim's status and privacy are protected by limiting information to "need to know" personnel. The victim will receive sensitive care and support, and should not be re-victimized as a result of reporting incident.

7. This policy will remain in effect until rescinded or superseded. The proponent for this policy is the Equal Opportunity Advisor at (803) 751-4591.

DAVID K. MacEWEN
Brigade General, US Army
Commanding

Encl
SSI's Reporting Matrix

US ARMY Soldier Support Institute Flow Chart
Sexual Assault Reporting Process

Soldier Reports Being Sexually Assaulted/Sexually harassed

1. Safeguard victim.
2. Contact Installation SARC/SHARP hotline at 803-543-3085 for victim link and reporting options.
3. Contact SSI SARC/SHARP at 803-429-5169.
4. SHARP Manager notifies command officials.
5. Unit VA/SHARP ensures a battle buddy is assigned and victim is escorted to appointments as needed.

Restricted reporting

AR 600-20 Appendix H-4
VA/SHARP or SARC/SHARP educates victim

ON
"Restricted"

Reporting Option and victim elects this option then safe guard information
Contact SARC/ SHARP at (803) 543-3085
For processing Sexual Assault

Victim decides

Un-Restricted Report

AR 600-20 Appendix H-4
VA/ SHARP or SARC/SHARP educates victim

ON
"Un-Restricted"

Reporting Option and victim elects this option then safe guard information
Contact SARC/ SHARP at (803) 543-3085
For processing Sexual Assault and Battalion Command Notification