



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS UNITED STATES ARMY CYBER CENTER OF EXCELLENCE  
AND FORT GORDON  
506 CHAMBERLIAN AVENUE  
FORT GORDON GEORGIA 30905-5735

NOV 15 2016

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MEMORANDUM FOR Military and Civilian Employees at Fort Gordon, Georgia 30905

SUBJECT: Commanding General's Policy Memorandum No. 13 – Sexual Harassment/  
Assault Response & Prevention (SHARP) Program

1. References:

- a. Department of Defense Directive (DoDD) 6495.01, Sexual Assault Prevention and Response (SAPR) Program, Incorporating Change 2, 20 Jan 15.
- b. Department of Defense Instruction 6495.02, Sexual Assault Prevention and Response (SAPR) Program Procedures, 7 Jul 15.
- c. AR 600-20, Army Command Policy, Chapters 7 and 8, 6 Nov 14.
- d. AR 27-10, Military Justice, 11 May 16.
- e. AR 350-1, Army Training and Leader Development, 19 Aug 14.
- f. Army Directive 2011-19, Expedited Transfer or Reassignment Procedures for Victims of Sexual Assault, 3 Oct 11.
- g. Milper Message Number 16-005, Transfer or Reassignment Procedures for Victims of Sexual Assault, 6 Jan 16.
- h. HQDA EXORD 221-12 2012, Sexual Harassment/Assault Response & Prevention (SHARP) Program Synchronization Order, 23 Jun 12.
- i. FRAGO 1 to HQDA EXORD 221-12 2012, SHARP Program Synchronization Order, 05 Dec 12.
- j. FRAGO 2 to HQDA EXORD 221-12 2012, SHARP Program Synchronization Order, 27 Dec 12.

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k. FRAGO 3 to HQDA EXORD 221-12 2012, SHARP Program Synchronization  
Order, 17 Dec 13.

l. TRADOC Sexual Harassment/Assault Response & Prevention (SHARP) Program  
Policy, Letter #23, 15 Jul 16.

m. Army Directive 2014-20 (Prohibition of Retaliation Against Soldiers for Reporting  
a Criminal Offense), 19 Jun 14.

2. The Sexual Harassment/Assault Response and Prevention (SHARP) Program reinforces our commitment to eliminate incidents of sexual misconduct. This comprehensive program centers on awareness and prevention through training, education, victim advocacy, urgent response, incident reporting and accountability. Sexual harassment and sexual assault are unacceptable conduct and will not be tolerated in any Cyber CoE and Ft Gordon organization. These crimes violate the dignity and respect of our teammates and the standards of decency that we are sworn to uphold and protect. It is the responsibility of every Soldier, Department of the Army Civilian (DA), and Department of Defense (DoD) contractor to prevent sexual harassment and sexual assault – it is everyone's responsibility to ensure that dignity and respect is our norm.

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

a. When submission to or rejection of such conduct is explicitly or implicitly made a term or condition of a person's position, pay or career; or

b. When submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting the person; or

c. When such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

4. A civilian employee should report any instance of sexual harassment to the Equal Employment Opportunity (EEO) Office, IAW AR 690-600. They can be contacted at (706) 791-4551.

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5. SHARP personnel will assist Soldiers and/or Family members of Soldiers who experience sexual harassment to resolve the issue at the lowest possible level with an informal complaint or through the formal complaint process. The chain of command will deal promptly with sexual harassment complaints. Unit commanders will investigate all cases, ensuring the complainant(s) are protected from acts or threats of retaliation.

6. Whether you are a military, DA Civilian, or DoD contractor, sexual assault is a crime. It is incompatible with the Army values and is punishable under the UCMJ and other Federal and local civilian laws. Sexual assault is 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, incapacitated, or unconscious.

7. Service members who are victims of sexual assault have the option to file either a restricted or an unrestricted report.

a. A restricted report allows a Soldier or Family member of a Soldier (age 18 or older) who is a sexual assault victim, on a confidential basis, to disclose the details of an assault to specifically identified individuals, and receive medical treatment and counseling without triggering the official investigative process. Soldiers who are sexually assaulted and desire restricted reporting should report the assault to the Sexual Assault Response Coordinator (SARC), Victim Advocate (VA), Fort Gordon SHARP 24-hour Hotline, or Health Care Provider.

b. Victims also have the option to discuss the assault with a chaplain. Discussing sexual assault with a chaplain is not the same as filing a restricted report, but communications with a chaplain are privileged under Military Rule or Evidence 503 and AR 165-1.

c. An unrestricted report allows a Soldier or Family member of a Soldier (age 18 or older) who is sexually assaulted to access medical treatment and counseling and request an official investigation of the allegation, using current reporting channels (i.e., chain of command, law enforcement, healthcare personnel, SARC, Fort Gordon SHARP Hotline). DoD civilian employees, their family dependents (age 18 or older) and U.S.

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citizen DoD civilians are only eligible to use Unrestricted Reporting methods (see DoD Directive 6495.01).

d. Victims electing either of the reporting options will be treated with fairness, dignity, and respect. It is paramount to protect individual privacy and avoid instances of secondary victimization. All sexual assault victims have the following rights: the right to be treated with fairness and with respect for your dignity and privacy; the right to be reasonably protected from the accused offender; the right to be notified of court proceedings; the right to be present at all public court proceedings related to the offense, unless the court determines that your testimony would be materially affected if you as the victim heard other testimony at trial; the right to confer with the attorney for the government in the case; the right to available restitution; the right to information about the conviction, sentencing, imprisonment, and release of the offender.

8. Commanders will educate all personnel on the SHARP program and implement plans to mitigate and prevent sexual harassment/assault from occurring. Commanders, supervisors, and leaders at every level will take responsibility for prevention of and appropriate response to sexual harassment/assault. Our Soldiers and Civilian employees are our most valuable assets and are the cornerstones of our mission readiness throughout the Cyber CoE and Ft Gordon. All incidents of sexual harassment/assault destroy or erode good order, discipline, unit cohesion, and violate everything for which we as American Soldiers and Civilian employees stand to protect.

9. Staff principles and supervisors will speak personally to newly arriving Soldiers and Civilian employees ensuring a clear understanding of the chain of command's commitment to sexual harassment/assault prevention, requirement to thoroughly investigate allegations of the same, and determination to ensure all victims receive prompt, professional, and compassionate care. Commanders and leaders at all levels will be familiar with the Sexual Harassment/Assault Response and Prevention Program; the duties, responsibilities, and accessibility of the Area/Installation SARC, the VA, and the Army's Victim/Witness Assistance Program (AR 27-10, Chapter 17); and the Special Victim's Counsel Program.

10. Commanders, supervisors, and leaders at all levels will be personally involved in ensuring we eliminate risk factors that threaten a safe environment (i.e. work areas, living quarters, and recreational facilities). Commanders will develop programs to meet the intent of proper assessment and support to the SHARP Program according to AR 600-20.

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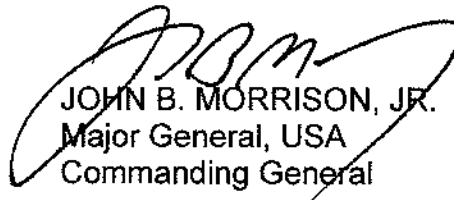
11. Command teams will protect individuals who file complaints from actual or perceived intimidation, harassment, or retaliation. Soldiers and Civilian employees are encouraged to use their chain of command for any issues, allegations, or requests for assistance provided for in AR 600-20. Allowing the chain of command to handle the matter underscores their importance and credibility. A Soldier or civilian employee has the option to report acts or threats of retaliation to the Fort Gordon Inspector General (IG) at 706-791-4565 or the Department of Defense IG Hotline at DSN 312-664-8779, commercial 1-800-424-9098. Any agency authorized to receive complaints that receive allegations of retaliation will also refer the complaint to the DoD IG. Soldiers and alternative agencies should also simultaneously report such threats or acts to the appropriate chain of command.

12. It is my personal commitment to ensure every member of this command and their family members know of my steadfast determination to prevent sexual harassment/assault. We cannot allow sexual harassment/assault to injure our personnel, friends, and families, destroy our professional values, or compromise readiness. Any person being sexually harassed/assaulted should contact the local SARC or VA. Installation SARCs, VAs, and chaplains are also able to assist. The local Fort Gordon SHARP Hotline 24-hour number is 706-791-6297. DoD SHARP Safe Hotline 24-hour number is 1 877-995-5247.

13. Point of contact for this policy letter is the Installation SHARP office at (706) 791-9846.

2 Encl:

1. Complaint Process
2. Sexual Assault Reporting Process



JOHN B. MORRISON, JR.  
Major General, USA  
Commanding General

# SEXUAL HARASSMENT COMPLAINT PROCESS



Make an informal complaint. Report inappropriate behavior without initiating a full investigation. This may be most appropriate for minor infractions when the victim simply wants the behavior stopped.



BLDG # RC 001  
Call the Fort Gordon SHARP HOTLINE to clarify whether an incident or behavior qualifies as sexual harassment.  
**706-791-6297**

**If Behavior Persists**

File a formal written complaint on a DA Form 7279 with any of the following agencies. Complaints must be filed within 60 days of the incident. Complaints made after 60 days may be pursued at the commander's discretion.

CHAIN OF COMMAND	<b>SHARP</b>	INSPECTOR GENERAL	HOUSING REFERRAL OFFICE	JUDGE ADVOCATE GENERAL	MILITARY POLICE OR CRIMINAL INVESTIGATOR	CHAPLAIN	MEDICAL AGENCY
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**3 DAYS**

Complaints, except those filed with the I.G., must be acted upon within three calendar days. Complaints filed with an agency against a member of the Chain of Command will be referred to the next higher commander in the chain. All formal complaints will be reported within 72 hours to the first General Courts-Martial Convening Authority (GCMCA) in the Chain of Command. Provide a progress report to the GCMCA 20 days after the date on which the investigation commenced and 14 days thereafter until completion.

**14 DAYS**

The commander or the investigating officer appointed by the commander has 14 calendar days to investigate the allegations. The commander will meet with the victim and the subject(s) of the complaint to discuss the outcome and results. A 30-day extension may be granted from the next higher commander if circumstances require it. Further extensions can be approved only by the first General Officer in the Chain of Command. Complainants must be notified of extensions.

**7 DAYS**

The complainant and/or subject(s) of the complaint have seven calendar days to appeal to the next higher commander if he or she is dissatisfied with the investigation results or actions taken. That commander has 14 days to act on the appeal and provide written feedback on the results. Final decisions on complaints/appeals not resolved at brigade level rest with the General Courts-Martial Convening Authority.

**30-45 DAYS**

30-45 days after final decision of the formal complaint (substantiated and unsubstantiated), an assessment is conducted by the BDE SARC to determine the effectiveness of any corrective actions taken and to detect and deter any incidents of reprisal. Reports and recommendations are submitted to the Commander on a DA Form 7279-1 NLT 45 days following final decisions made on complaints.

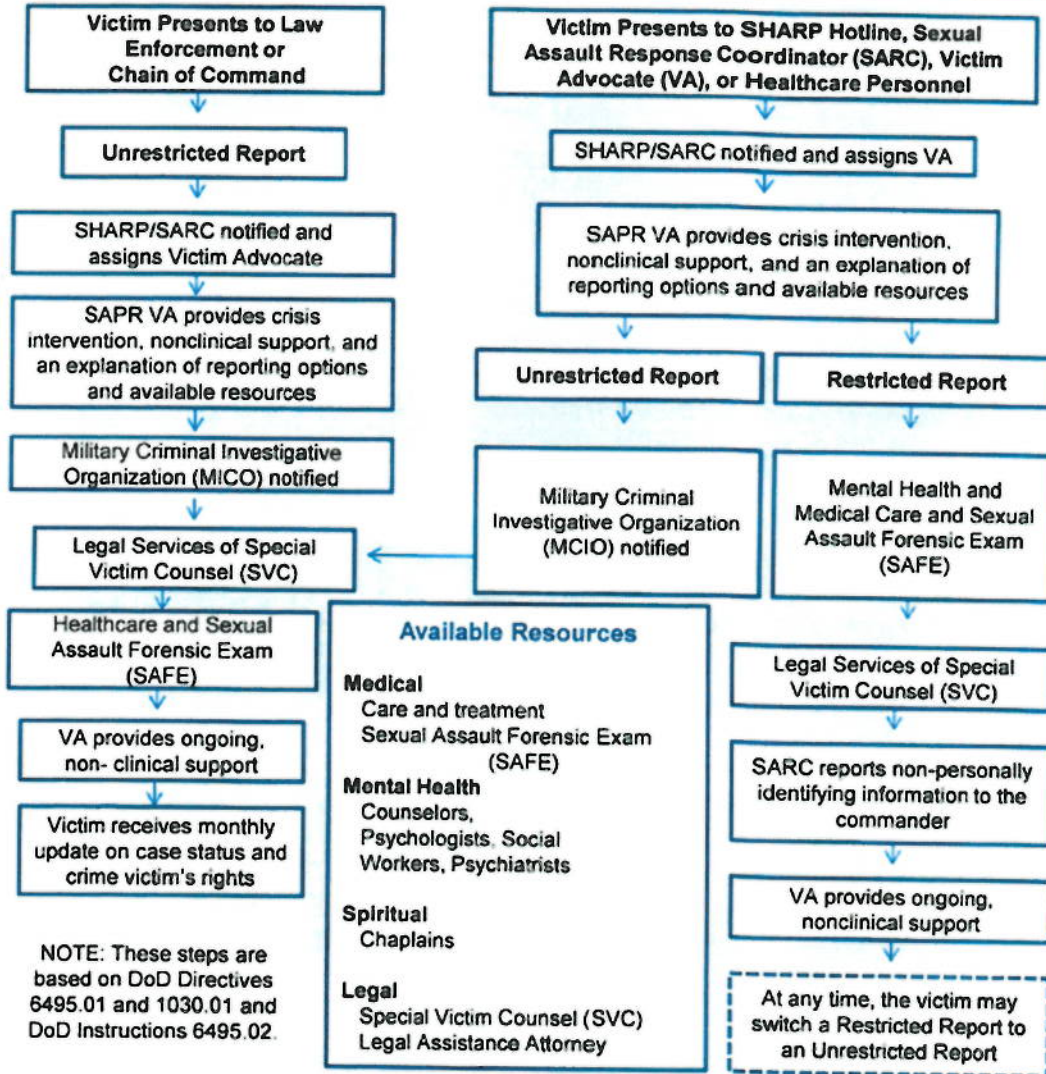


## Sexual Harassment/Assault Response And Prevention Sexual Assault Reporting Process



If you or someone you know has received unwanted or abusive sexual experiences (sexually assaulted),

Call the Sexual Assault Hotline 24/7 (706) 791-6297 and report the incident.  
**If medical attention is needed, call 911 or go to the Emergency Room.**  
If in a safe location the caller can request an ambulance only and provide limited details about the assault (w/o informing that the incident was sexual in nature) to preserve Restricted option.



NOTE: These steps are based on DoD Directives 6495.01 and 1030.01 and DoD Instructions 6495.02.