

ALARACT 007/2012

DTG: R 121650Z JAN 12

THIS MESSAGE HAS BEEN SENT BY THE PENTAGON TELECOMMUNICATIONS CENTER
ON BEHALF OF DA WASHINGTON DC//DAPE-MSO//

SUBJECT: SEXUAL HARASSMENT/ASSAULT RESPONSE AND PREVENTION (SHARP)
PROGRAM IMPLEMENTATION GUIDANCE

REFERENCES

- A. ALARACT 075/2009, 191404Z MAR 09, SUBJECT: SEXUAL HARASSMENT/ASSAULT RESPONSE AND PREVENTION (SHARP) INITIATIVES
- B. AR 600-20, COMMAND POLICY, CHAPTER 6, EQUAL OPPORTUNITY (EO) PROGRAM; CHAPTER 7, PREVENTION OF SEXUAL HARASSMENT (POSH); CHAPTER 8, SEXUAL ASSAULT PREVENTION AND RESPONSE (SAPR) PROGRAM (RAPID ACTION REVISION, 4 AUG 11)
- C. ALARACT 173/2010, 081849Z JUN 10, SUBJECT: PREVENTION OF SEXUAL HARASSMENT TRAINING
- D. ALARACT 182/2010, 171138Z JUN 10, SUBJECT: SEXUAL HARASSMENT/ASSAULT RESPONSE AND PREVENTION (SHARP) PROGRAM IMPLEMENTATION AND TRAINING
- E. ALARACT 123/2011, 041214Z APR 11, SUBJECT: MANDATORY UNIT SEXUAL HARASSMENT/ASSAULT RESPONSE AND PREVENTION (SHARP) TRAINING
- F. ALARACT 395/2011, 281521Z OCT 11, SUBJECT: PRESERVATION OF SEXUAL ASSAULT REPORTS AND EQUAL OPPORTUNITY COMPLAINTS FOR FY2006 THRU FY2010.
- G. INSTALLATION MANAGEMENT COMMAND OPERATIONS ORDER 11-479, 142237Z JUN 11, SUBJECT: SEXUAL HARASSMENT/ASSAULT RESPONSE AND PREVENTION (SHARP) PROGRAM IMPLEMENTATION AND TRAINING.
- H. INSTALLATION MANAGEMENT COMMAND FRAGMENTARY ORDER 01 TO OPORD 11-479, 152147Z AUG 11, SUBJECT: SEXUAL HARASSMENT/ASSAULT RESPONSE AND PREVENTION (SHARP) PROGRAM IMPLEMENTATION AND TRAINING.
- I. ARMY DIRECTIVE 2011-19, DATED 3 OCT 11 (EXPEDITED TRANSFER OR REASSIGNMENT PROCEDURES FOR VICTIMS OF SEXUAL ASSAULT).

J. UNDER SECRETARY OF DEFENSE MEMORANDUM, DATED 17 OCT 11, LEGAL ASSISTANCE FOR VICTIMS OF CRIMES.

K. NATIONAL DEFENSE AUTHORIZATION ACT FOR 2012.

1. THE PURPOSE OF THIS MESSAGE IS TO PROVIDE ADDITIONAL GUIDANCE AND INFORMATION ON THE IMPLEMENTATION OF THE SHARP PROGRAM. THIS MESSAGE ALSO HIGHLIGHTS, CLARIFIES AND MODIFIES KEY AND ESSENTIAL INFORMATION FROM THE ABOVE REFERENCES THAT ARE REQUIRED FOR THE SUCCESSFUL IMPLEMENTATION OF THIS PROGRAM. UNLESS STATED OTHERWISE, THIS MESSAGE APPLIES TO THE ACTIVE AND RESERVE COMPONENTS TO INCLUDE UNITS ON JOINT BASES. ADDITIONAL GUIDANCE IN ALIGNMENT WITH REF K IS FORTHCOMING.

2. PER REFERENCES, THE ARMY CONTINUES THE EXECUTION OF THE I. A.M. STRONG SEXUAL HARASSMENT/ ASSAULT PREVENTION CAMPAIGN (SEP 08) AND THE ARMY-WIDE SHARP TRANSITION TO IMPLEMENT THE APPROVED PROGRAM MODEL. AT THE TACTICAL COMMAND LEVEL, THE INTENDED END STATE IS A "ONE-STOP-SHOP" WITHIN THE COMMAND FOR SHARP PROGRAM SERVICES TO SUPPORT COMMANDERS, UNITS AND SOLDIERS, AND AN EFFECTIVE OPERATIONAL/TACTICAL COMMAND PROGRAM EXECUTION MODEL THAT SUPPORTS PREVENTION REQUIREMENTS AND MEETS RESPONSE NEEDS. THE COMMAND SHARP PROGRAM WILL EXECUTE IN A UNITY OF COMMAND MODEL WITH INTEGRATED POLICY/OPERATIONAL EXECUTION, COORDINATED PLANNING/ COMMUNICATIONS, CONSOLIDATED ORGANIZATIONS, AND CO-LOCATED SUPPORT TO SEXUAL ASSAULT VICTIMS AND SEXUAL HARASSMENT COMPLAINANTS. FULL-TIME AND COLLATERAL DUTY SHARP PERSONNEL WILL ASSIST COMMANDERS IN ENSURING SOLDIERS AND CIVILIANS HAVE OWNERSHIP OF SEXUAL HARASSMENT/ASSAULT PREVENTION AND FOSTER CULTURAL CHANGE.

3. THE DEPUTY CHIEF OF STAFF FOR PERSONNEL (G-1) IS THE ARMY STAFF LEAD FOR HEADQUARTERS DEPARTMENT OF THE ARMY (HQDA) PROGRAM REQUIREMENTS. AS SUCH, ARMY G-1 CONTINUES TO IDENTIFY AND COORDINATE FOR RESOURCES NECESSARY TO IMPLEMENT AND SUSTAIN THE SHARP PROGRAM. SPECIFIC HQDA G-1 ACTIONS INCLUDE:

A. INSTITUTIONALIZING PROGRAM: TO FACILITATE A STANDARDIZED AND INTEGRATED PROGRAM ACROSS THE ARMY, THE G-1 DEVELOPED A SHARP CONCEPT PLAN. THE CONCEPT PLAN MODEL WAS APPROVED BY THE US ARMY MANPOWER ANALYSIS AGENCY, REVIEWED BY THE ARMY G-3/5/7 AND THE COST BENEFIT ANALYSIS BOARD, AND IS PENDING SENIOR LEADER APPROVAL. PENDING FUNDING DECISIONS HAVE RESULTED IN EXTENSIVE DELAYS IN DETERMINING WHEN AND HOW MANY FULL-TIME SHARP PERSONNEL CAN BE HIRED. UNTIL FULL-TIME SHARP PERSONNEL ARE IN PLACE, COMMANDS WILL ENSURE SHARP DUTIES ARE ACCOMPLISHED BY COLLATERAL DUTY PERSONNEL WHO HAVE BEEN APPOINTED ON ORDERS, COMPLETED THE 80-HOUR SHARP TRAINING, AND COMPLETED RIGHT

SEAT ON-THE-JOB TRAINING AS DESCRIBED IN PARA 4B. SHARP DUTIES INCLUDE POSH AND SAPR DUTIES AS DESCRIBED IN REF B, OR AS MODIFIED AND PRESENTED IN SHARP CERTIFICATION TRAINING.

B. POLICY: HQDA G-1 IS REQUIRED TO ESTABLISH SHARP PROGRAM POLICY TO INTEGRATE PREVIOUS POLICIES UNDER CHAPTER 7 (POSH) AND CHAPTER 8 (SAPR PROGRAM) OF REF B AND INCORPORATE DEPARTMENT OF DEFENSE AND SECRETARY OF THE ARMY DIRECTIVES. FURTHER, THE NEW POLICY WILL INCORPORATE PREVIOUS CIVILIAN POSH REQUIREMENTS AND PROVIDE GUIDANCE TO COMMAND PROGRAM MANAGERS ON PREVENTION INITIATIVES, RESPONSE CAPABILITIES, AND THE REPORTING OF SEXUAL HARASSMENT AND SEXUAL ASSAULT DATA.

C. SHARP MOBILE TRAINING TEAM (MTT) TRAINING REQUIREMENTS:

(1) TO SUSTAIN CAMPAIGN EFFORTS AND MEET THE INTENT OF A SECARMY DIRECTED TRAINING CURRICULUM (REF D), THE ARMY G-1 DEVELOPED AN INTEGRATED 80-HOUR FUNCTIONAL TRAINING COURSE WITH EMPHASIS ON PREVENTION. FURTHER, ARMY G-1 AUTHORIZED MOBILE TRAINING TEAMS (MTT) TO EXECUTE THIS COURSE TO TRAIN SHARP PERSONNEL IN ALL ARMY ORGANIZATIONS. MTT HAVE ALREADY TRAINED OVER 7,000 COMMAND SHARP PERSONNEL AND PLAN TO TRAIN ALL COMMAND SELECTED PERSONNEL DOWN TO THE COMPANY LEVEL NLT 30 SEP 12.

(2) PER REFERENCE D AND E, THIS TRAINING SUPERSEDES AND REPLACES CURRENT VICTIM ADVOCATE (VA), UNIT VICTIM ADVOCATE (UVA), SARC AND DEPLOYABLE SARC (DSARC) TRAINING FORMERLY EXECUTED BY IMCOM/GARRISON SAPR PERSONNEL. ADDITIONALLY, THIS TRAINING SUPERSEDES THE PRIOR AR 350-1 TRAINING REQUIREMENTS. SHARP MTT TRAINING WILL BE AVAILABLE AT LEAST THROUGH FY12. THERE IS CURRENTLY NO PLAN FOR A TRAIN-THE-TRAINER PROGRAM FOR 80-HOUR SHARP TRAINING. A 16-HOUR SHARP REFRESHER COURSE IS UNDER DEVELOPMENT AND WILL BE ADMINISTERED VIA DISTANCE LEARNING BEGINNING IN 2D QTR FY12. (NOTE: SHARP PERSONNEL COMPLETING THE 80-HOUR MTT WILL BE REFERRED TO AS VA/SHARP AND SARC/SHARP RATHER THAN UVA AND DSARC. THIS CHANGE IN NOMENCLATURE IS A RESULT OF THE ADDITIONAL SEXUAL HARASSMENT PREVENTION AND RESPONSE DUTIES AND HAS BEEN COORDINATED WITH THE DOD SAPR OFFICE. IT DOES NOT LIMIT THE VA/SHARP OR THE SARC/SHARP AUTHORIZATION TO RECEIVE RESTRICTED REPORTS).

(3) TO MAXIMIZE TRAINING EXECUTION IN A RESOURCE CONSTRAINED ENVIRONMENT; REQUEST ALL COMMANDS ENSURE SCHEDULED MTT CONDUCTED TRAINING COURSES ARE FILLED TO FULL TRAINING LOAD OF FIFTY STUDENTS PER COURSE AND ALL STUDENTS MEET SELECTION REQUIREMENTS. THERE IS CURRENTLY NO ADDITIONAL SKILL IDENTIFIER (ASI) FOR THE SHARP TRAINING; HOWEVER TRADOC APPROVED A SCHOOL CODE FOR THE 80-HOUR SHARP FUNCTIONAL

COURSE. THE SCHOOL CODE (SEH) CAN BE FOUND ON THE ENLISTED AND OFFICER RECORD BRIEFS (ERB/ORB), ALLOWING COMMANDS TO IDENTIFY TRAINED PERSONNEL. THIS COURSE SHOULD BE TREATED AS AN INSTITUTIONAL COURSE AND REQUIRES COMMANDS AND STUDENTS ADHERE TO THE SCHEDULING, TRAINING LOAD AND ATTENDANCE REQUIREMENTS.

(4) IAW REF B, ALL SEXUAL ASSAULT FIRST RESPONDER PERSONNEL (COMMAND SELECTED SHARP PERSONNEL, MEDICAL, LEGAL, LAW ENFORCEMENT, CHAPLAINCY, AND INVESTIGATIVE PERSONNEL) ARE REQUIRED TO SUCCESSFULLY COMPLETE THEIR APPROPRIATE INITIAL AND ANNUAL REFRESHER TRAINING. FOR SHARP PERSONNEL, THE INITIAL TRAINING IS NOW THE 80-HOUR MTT DELIVERED COURSE. ALL OTHER RESPONDERS RECEIVE INITIAL TRAINING AS PART OF THEIR INSTITUTIONAL TRAINING. SPECIFICALLY, THE JUDGE ADVOCATE SCHOOL, THE CHAPLAIN SCHOOL, THE MILITARY POLICE SCHOOL AND THE MEDICAL COMMAND DEVELOP AND CONDUCT SHARP RELATED TRAINING FOR THEIR PERSONNEL.

(5) IAW REF E, INSTITUTIONAL, UNIT REFRESHER AND SELF-STUDY SHARP TRAINING IS REQUIRED FOR ALL MILITARY AND CIVILIAN PERSONNEL. IN COORDINATION WITH TRADOC, THE HQDA G-1 SHARP PROGRAM OFFICE SERVES AS THE SHARP TRAINING PROPONENT FOR INSTITUTIONAL, UNIT AND SELF-STUDY SHARP CURRICULUM AND TRAINING MATERIALS. IN SUPPORT OF UNIT TRAINING, THE SHARP OFFICE CREATED THE UNIT REFRESHER TRAINING PACKAGE (DISCUSSED IN PARA 5 BELOW) TO FACILITATE ANNUAL AND PRE- AND POST-DEPLOYMENT TRAINING REQUIREMENTS. IAW REF B, COMMANDERS ARE REQUIRED TO COORDINATE WITH THEIR COMMAND SARC/SHARP TO COMPLETE OPERATIONAL SHARP TRAINING WITHIN 45-DAYS OF ASSUMING COMMAND.

(6) HQDA-G-1 IS PROVIDING SENIOR LEADER TRAINING/AWARENESS TO COMMANDERS AND COMMAND SERGEANTS MAJORS AT BATTALION LEVEL AND ABOVE. THE CURRENT MTT WILL CONDUCT SENIOR LEADER TRAINING IN COORDINATION WITH THE SCHEDULED 80-HOUR TRAINING COURSE. CONTACT THE SHARP PROGRAM OFFICE FOR SCHEDULING.

D. ACCOUNTABILITY AND ASSESSMENTS.

(1) THE SECARMY IS REQUIRED TO SUBMIT AN ANNUAL PROGRAM REPORT TO THE SECRETARY OF DEFENSE (SECDEF) BY 15 JAN. THE SECDEF SUBMITS A REPORT TO CONGRESS NLT 15 MAR ANNUALLY. TO SUPPORT ARMY PROGRAM ASSESSMENT, ALL COMMANDS ARE REQUIRED TO SUBMIT ANNUAL ASSESSMENT REPORTS TO HQDA G-1 IAW APPENDIX K, AR 600-20 AND ASA M&RA TASKING DATED 29 SEP 11 (FY12 ANNUAL REPORT SUSPENSE FOR ACOM/ASCC/DRU INPUT TO HQDA WAS 1 NOV 11).

(2) HQDA G-1 SHARP OFFICE SEXUAL ASSAULT DATA MANAGEMENT SYSTEM

(SADMS) IS EXPANDING TO INCORPORATE THE SHARP CASE MANAGEMENT WEB BASED REPORTING SYSTEM. THIS SYSTEM WILL BE EXECUTED AT THE BRIGADE LEVEL AND INCLUDE A TRAINING TRACKING FUNCTIONALITY. HQDA G-1 SHARP OFFICE ANTICIPATES EXECUTING WEB-BASED SYSTEM FOR BRIGADE LEVEL AND ABOVE SHARP PERSONNEL IN 2D QUARTER FY12. THE MODIFIED SYSTEM WILL PROVIDE COMMANDERS ASSESSMENT REPORTS OF THE PROGRAM EXECUTION TO INCLUDE TREND DATA AND CASE DISPOSITION DATA, TRAINING EXECUTION, AND VICTIM SUPPORT DATA. THE COMMAND ASSESSMENT REPORTS WILL NOT PROVIDE PERSONALLY IDENTIFIABLE INFORMATION (PII). AS SUCH, BRIGADE AND ABOVE SARC/SHARP PERSONNEL WITH SYSTEM ACCESS MUST MAINTAIN STRICT CONFIDENTIALITY REQUIREMENTS REGARDING PII AND RESTRICTED REPORTING. ALL COMMAND SELECTED SHARP PERSONNEL MUST REQUEST SYSTEM ACCESS, VIA MR. ROBERT MITCHELL, ROBERT.R.MITCHELL.CIV@MAIL.MIL. ACCESS WILL NOT BE GRANTED BELOW THE BRIGADE LEVEL.

E. STRATEGIC COMMUNICATIONS (STRATCOM): HQDA G-1 WILL CONTINUE TO SUPPORT COMMANDS' STRATEGIC COMMUNICATION REQUIREMENTS AND IS DEVELOPING A PRODUCTS-ON-DEMAND WEBSITE THAT WILL BE AVAILABLE IN 2D QTR FY12. THIS RESOURCE WILL ALLOW UNITS TO ORDER SHARP MARKETING MATERIALS AND TRAINING PRODUCTS. ADDITIONAL INFORMATION WILL BE MADE AVAILABLE WHEN THE SITE IS OPERATIONAL. ADDITIONALLY, THE ARMY G-1 IS DEVELOPING A NEW SOCIAL MEDIA NETWORK FOR ARMY-WIDE USE. THE SITE, CALLED "GOOD TO SEE YOU" (GTSY) IS SCHEDULED FOR DEPLOYMENT IN EARLY 2012. AMONG ITS MANY FUNCTIONS IS THE ABILITY TO CREATE ORGANIZATIONAL PAGES TO FACILITATE DISCUSSION GROUPS AND WEBINARS ABOUT A VARIETY OF TOPICS, INCLUDING LOCAL SHARP PROGRAM EFFORTS.

F. OVERSIGHT: HQDA G-1 CONTINUES TO MONITOR OVERALL IMPLEMENTATION OF THE SHARP PROGRAM AND PROVIDES OVERSIGHT FOR THE COORDINATION OF THE SHARP PROGRAM.

G. WAY AHEAD: TO FACILITATE ARMY SHARP PROGRAM IMPLEMENTATION, THE ARMY G-1 IS AGGRESSIVELY WORKING SEVERAL OTHER INITIATIVES, INCLUDING: ISSUING AN EXECUTION ORDER NLT 2D QTR FY12 TO ISSUE COMPLETE IMPLEMENTATION INSTRUCTIONS; PURSUING FY14-18 SHARP PROGRAM RESOURCING; PLANNING 2012 ANNUAL SUMMIT (25-30 MAR 12); AND MONTHLY PROGRAM UPDATES TO COMMANDS; AND ADJUSTING THE SHARP PROGRAM AS MAY BE REQUIRED BY NEW LEGISLATION OR DOD.

4. COMMAND PROGRAM EXECUTION: THE COMMAND SHARP PROGRAM WILL EXECUTE IN A UNITY OF COMMAND MODEL. TO FACILITATE THE WAY AHEAD AND ACCOMPLISH PREVENTION CAMPAIGN GOALS TO REDUCE SEXUAL ASSAULTS AND INCREASE REPORTING, FULL COMMAND IMPLEMENTATION IS REQUIRED. IAW REF D AND THIS ALARACT, ACOM/ASCC/DRU COMMANDERS MUST APPOINT A COMMAND LEVEL SHARP POC TO COORDINATE SHARP IMPLEMENTATION IN THEIR

COMMAND. (AS NOTED IN PARA 3A, UNTIL FULL-TIME SHARP PERSONNEL ARE IN PLACE, THESE DUTIES MUST BE ACCOMPLISHED BY COLLATERAL DUTY PERSONNEL). ADDITIONALLY, SENIOR COMMANDERS AT ALL ARMY INSTALLATIONS MUST PREPARE TO IMPLEMENT SHARP PROGRAM REQUIREMENTS BY SELECTING A LEAD SARC/SHARP WHO WILL HAVE DIRECT ACCESS TO THAT SENIOR COMMANDER. THE LEAD SARC/SHARP IS THE SENIOR COMMANDER'S SHARP PROGRAM MANAGER AND MUST SUCCESSFULLY COMPLETE SHARP TRAINING AND ASSUME THE FUNCTIONAL REQUIREMENT TO FACILITATE THE TRANSFER OF FUNCTIONALITY PREVIOUSLY PERFORMED UNDER THE SAPR PROGRAM AND SEXUAL HARASSMENT PREVENTION (MILITARY AND CIVILIAN) AND RESPONSE EFFORTS (MILITARY) TO COMMAND SELECTED, TRAINED SHARP PERSONNEL (SARC/SHARP AND VA/SHARP) WHO ARE EITHER HIRED OR APPOINTED ON COLLATERAL DUTY ORDERS. THE SENIOR COMMAND SELECTED SARC/SHARP WILL IDENTIFY ALL CURRENT ASSETS TO INCLUDE MTT-TRAINED SHARP PERSONNEL, IMCOM (ACS, FAP, GS, AND CONTRACTORS) AND COMMAND EO AND EEO POINTS OF CONTACTS (POCS), TO SUPPORT TRANSFER OF FUNCTIONS TO COMMAND SELECTED SHARP PERSONNEL DOWN TO THE COMPANY LEVEL.

A. SARC/SHARP AND VA/SHARP SELECTION CRITERIA: DUE TO THE SENSITIVITY OF WORKING WITH SEXUAL ASSAULT VICTIMS AND SEXUAL HARASSMENT COMPLAINANTS, SARC/SHARP AND VA/SHARP PERSONNEL MUST BE CAREFULLY SELECTED, SCREENED AND TRAINED. SARC/SHARP AND VA/SHARP WILL BE SELECTED IN ACCORDANCE WITH THE FOLLOWING CRITERIA: (NOTE: COMMANDERS HAVE THE PREROGATIVE TO APPOINT ANY QUALIFIED PERSON TO BE THEIR SARC/SHARP OR VA/SHARP. PER THE HQDA EQUAL OPPORTUNITY PROGRAM MANAGER, EQUAL OPPORTUNITY ADVISORS (EOAS) ARE UNIQUELY QUALIFIED TO PERFORM SARC/SHARP COLLATERAL DUTIES AT BRIGADE AND HIGHER. EOAS ARE TRAINED TO IDENTIFY NEGATIVE IMPACT OF DISCRIMINATING AND HARASSING BEHAVIORS AND HOW TO ASSIST IN RESOLUTION. EOAS UNDERSTAND THE COMPLAINT PROCESS AND HOW TO TRAIN HUMAN RELATIONS WHILE POSSESSING MUCH OF THE SKILL SET SARC/SHARP NEEDS).

(1) HAVE A FAVORABLE CRIMINAL BACKGROUND INVESTIGATION AND BE SCREENED AGAINST THE NATIONAL SEX OFFENDER REGISTRY PRIOR TO TAKING THE POSITION. PERSONNEL WHO DO NOT HAVE A FAVORABLE BACKGROUND INVESTIGATION OR APPEAR ON THE NATIONAL SEX OFFENDER REGISTRY SHALL NOT BE APPOINTED OR PERFORM SHARP DUTIES.

(2) MEET ALL DSARC/UVA SELECTION CRITERIA IN REF B, PARAGRAPH 8-6. (NOTE: BRIGADE AND ABOVE SARC/SHARP GRADE/RANK REQUIREMENTS ARE SFC OR HIGHER, MAJ/CW3 OR HIGHER, GS-11 OR HIGHER. BATTALION AND BELOW VA/SHARP GRADE/RANK REQUIREMENTS ARE SSG OR HIGHER, 1LT/CW2 OR HIGHER, GS-9 OR HIGHER).

(3) BE APPOINTED ON ORDERS TO THE COLLATERAL DUTY OF SARC/SHARP OR

VA/SHARP. THE FIRST LTC OR BATTALION LEVEL EQUIVALENT OR HIGHER COMMANDER WILL APPROVE AND SIGN THE APPOINTMENT ORDERS. COMMANDER WILL ALSO SIGN DD FORM 2909 (VICTIM ADVOCATE AND SUPERVISOR STATEMENTS OF UNDERSTANDING) FOR EACH APPOINTED SARC/SHARP AND VA/SHARP.

B. SHARP TRANSITION: ALL COMMANDS WILL BEGIN TRANSITION ACTIONS IMMEDIATELY IN ORDER TO BE PREPARED TO ASSUME ALL SHARP RESPONSIBILITIES NLT SEP 12. SPECIFICALLY, ALL COMMANDS WILL:

(1) DISCONTINUE CURRENT SAPR ADVOCACY TRAINING PROVIDED TO EMPLOYEES AND PERSONNEL (GOVERNMENT, MILITARY AND/OR CONTRACT PERSONNEL). DISCONTINUE DSARC AND UVA SAPR ADVOCACY TRAINING TO MILITARY AND CIVILIANS. TO FACILITATE SAPR TO SHARP TRANSITION, ENSURE ALL PRIOR IMCOM SAPR PERSONNEL (GOVERNMENT OR CIVILIAN PERSONNEL PERFORMING SARC OR VA DUTIES) ATTEND AND SUCCESSFULLY COMPLETE THE 80-HOUR SHARP TRAINING CONDUCTED BY THE SHARP MTTs.

(2) THE SENIOR COMMANDER'S SARC/SHARP AT EACH INSTALLATION ACROSS THE ARMY WILL SCHEDULE SHARP MTTs. TO SCHEDULE MTT TRAINING, CONTACT THE HQDA SHARP PROGRAM OFFICE AT 703-604-0697 OR EMAIL MS. CHERIE BIAGAS AT CHERIE.M.BIAGAS.CTR@MAIL.MIL.

(3) ENSURE, IAW REF G AND REF H, UNIT SARC/SHARP AND VA/SHARP SPECIALIST SUCCESSFULLY COMPLETE THE SHARP 80-HOUR CERTIFICATION COURSE AND COMPLETE A 90-DAY "RIGHT SEAT RIDE" (I.E., ON-THE-JOB-TRAINING) WITH INSTALLATION VICTIM ADVOCATES WHO WILL PROVIDE PRACTICAL GUIDANCE TO ASSIST WITH THE ESTABLISHMENT OF THE INTEGRATED SHARP FUNCTIONALITY. ADDITIONALLY, UNIT SARC/SHARP AND VA/SHARP WILL CONDUCT "RIGHT SEAT RIDE" WITH UNIT EQUAL OPPORTUNITY ADVISORS.

(4) ENSURE, NLT 30 JUN 12, THAT ALL CO-LOCATED AND/OR TENANT UNITS HAVE ACHIEVED 75 PERCENT STRENGTH OF TRAINED SHARP PERSONNEL, APPOINTED ON COLLATERAL DUTY ORDERS. ENSURE 100 PERCENT TRAINING BY 30 SEP 12. THE GARRISON AND COMMANDS WILL ENTER FINAL 90-DAY TRANSITION PERIOD NOT TO EXCEED 30 JUN 12.

(5) BE PREPARED TO TRANSFER SAPR AND POSH FUNCTIONALITY FROM CURRENT SAPR AND EO PERSONNEL, TO PROPERLY TRAINED AND APPOINTED SHARP PERSONNEL. THIS INCLUDES:

(A) TRANSFER HANDLING OF MILITARY SEXUAL HARASSMENT COMPLAINTS, IAW APP D, AR 600-20 TO APPROPRIATE SARC/SHARP OR VA/SHARP.

(B) TRANSFER SEXUAL ASSAULT RESPONSE COORDINATOR (SARC) RESPONSIBILITIES TO APPROPRIATE COMMAND SHARP PERSONNEL TO ENSURE

UNITY OF COMMAND EXECUTION.

(C) TRANSFER (OR ESTABLISH) RESPONSIBILITY FOR THE INSTALLATION 24/7 HELPLINE CAPABILITY TO THE SENIOR COMMAND SARC/SHARP.

(D) TRANSFER MANAGEMENT AND ADMINISTRATIVE FUNCTIONS FOR THE SEXUAL ASSAULT REVIEW BOARD (SARB) FROM INSTALLATION SARC TO THE SENIOR COMMAND SARC/SHARP.

(E) TRANSFER OF RESPONSIBILITY FOR EXISTING LOCAL MOA TO SENIOR COMMAND SARC/SHARP (E.G. LOCAL RAPE CRISIS CENTER, OFF POST MEDICAL TREATMENT FACILITY, ETC).

(F) TRANSFER RESPONSIBILITY OF FORMAL SEXUAL HARASSMENT COMPLAINTS (DA FORM 7279) TO APPROPRIATE SENIOR COMMAND SARC/SHARP; AND TRANSFER OF CURRENT INFORMAL SEXUAL HARASSMENT COMPLAINTS (MEMORANDUMS FOR RECORD ON FILE) TO APPROPRIATE UNIT SARC/SHARP OR VA/SHARP.

(G) TRANSFER OPEN SEXUAL ASSAULT CASES AND RESPONSIBILITY FOR CASE MANAGEMENT TO THE SENIOR COMMAND SARC/SHARP, TO INCLUDE DD FORM 2910 AND ANY OTHER RELATED FILES. SENIOR TRAINED IMCOM SAPR PERSONNEL (SARC) AND THE SENIOR COMMAND SARC/SHARP WILL JOINTLY CONTACT VICTIMS TO DISCUSS TRANSFER OF RESPONSIBILITY TO A UNIT SARC/SHARP OR VA/SHARP. CLOSE CASES WHERE VICTIMS DECLINE FURTHER ADVOCACY SERVICES. IF A VICTIM DECLINES TRANSFER OF THEIR CASE, GRANDFATHER THOSE CASES UNDER CURRENT STRUCTURE TO CONTINUE TO PROVIDE SUPPORT NOT TO EXCEED 30 SEP 12.

(H) ENSURE SHARP PERSONNEL PERFORMING SEXUAL ASSAULT VICTIM ADVOCATE DUTIES HAVE COMMUNICATION (PHONE) AND TRANSPORTATION (VEHICLE) ASSETS NEEDED TO ACCOMPLISH ADVOCACY TASKS.

(I) ENSURE FIRST RESPONDERS AND SHARP PERSONNEL HAVE MET INITIAL AND ANNUAL REFRESHER TRAINING REQUIREMENTS.

5. UNIT SHARP TRAINING EXECUTION.

A. IAW REF E, UNIT LEVEL POSH AND SAPR TRAINING AS DESCRIBED IN AR 350-1 AND REF B ARE NOW INTEGRATED INTO A SINGLE SHARP TRAINING SUPPORT PACKAGE. INTEGRATION OF THIS TRAINING REDUCES THE PREVIOUS 12 HOURS OF SEPARATE PROGRAM (SAPR, MILITARY POSH AND CIVILIAN POSH) TRAINING INTO AN ANNUAL SHARP TRAINING REQUIREMENT CONSISTING OF A 3.5 HOUR FACILITATED SESSION AND AN ON-LINE SELF-STUDY MODULE (TEAM BOUND) AVAILABLE THROUGH THE ARMY LEARNING MANAGEMENT SYSTEM SITE ON AKO (LOG-IN TO AKO, CHOOSE SELF-SERVICE, MY EDUCATION, AND CLICK ON THE

ALMS LOGO). IAW WITH REF C AND REF E, ACOMS/ASCC/DRU WERE DIRECTED TO ENSURE ALL UNITS:

(1) IMMEDIATELY DISCONTINUE SEPARATE POSH AND SAPR TRAINING FOR ALL SOLDIERS AND DEPARTMENT OF THE ARMY CIVILIANS (DAC).

(2) IMMEDIATELY BEGIN CONDUCTING ANNUAL UNIT LEVEL SHARP TRAINING, IN LIEU OF SEPARATE POSH AND SAPR TRAINING, FOR ALL SOLDIERS AND DAC PERSONNEL. (NOTE: SHARP TRAINING IS AN ANNUAL, PRE AND POST DEPLOYMENT REQUIREMENT AND SUPERSEDES PREVIOUS SAPR AND POSH UNIT TRAINING AND PREVIOUS SEMI-ANNUAL POSH TRAINING FOR DAC. IAW REF C AND REF E, DAC MUST ATTEND SHARP TRAINING ANNUALLY). THE SHARP UNIT TRAINING IS THE COMMANDER'S RESPONSIBILITY AND SHOULD BE CONDUCTED BY TRAINED SHARP PERSONNEL. UNIT COMMANDERS AND CHAIN OF COMMAND MUST PARTICIPATE IN THE TRAINING.

6. REF J. REITERATES THAT LEGAL ASSISTANCE IS AVAILABLE TO ELIGIBLE CLIENTS WHO ARE VICTIMS OF A CRIME, INCLUDING SEXUAL ASSAULT. REF B WILL BE UPDATED TO DIRECT COMMANDERS TO INFORM EACH SERVICE MEMBER, DEPENDENT FAMILY MEMBER, RETIREE, OR DEPENDENT FAMILY MEMBER OF RETIREE WHO REPORTS A SEXUAL ASSAULT OF THE AVAILABILITY OF LEGAL ASSISTANCE COUNSEL IF THEY HAVE LEGAL ISSUES ARISING FROM THE CRIME. SARC/SHARP AND VA/SHARP PERSONNEL WILL INFORM SEXUAL ASSAULT VICTIMS WHOM THEY SUPPORT OF THE OPPORTUNITY TO CONSULT WITH LEGAL ASSISTANCE COUNSEL AS SOON AS THE VICTIM SEEKS ASSISTANCE.

7. IAW REF I IT IS ARMY POLICY THAT UPON THE WRITTEN REQUEST OF A VICTIM FOLLOWING A CREDIBLE REPORT OF SEXUAL ASSAULT, THERE IS A PRESUMPTION IN FAVOR OF TRANSFERRING OR REASSIGNING THE VICTIM. TRANSFERS WILL BE AT THE LOWEST LEVEL THAT WOULD MEET BOTH THE NEEDS OF THE VICTIM AND THE ARMY, INCLUDING THE INVESTIGATION AND ADJUDICATION OF THE SEXUAL ASSAULT ALLEGATION. COMMANDERS AND CIVILIAN LEADERS SHALL CONSIDER REQUESTS FOR TRANSFER OR REASSIGNMENT IN AN EXPEDITED MANNER. THIS POLICY APPLIES TO ALL SOLDIERS WHO MAKE AN UNRESTRICTED REPORT OF SEXUAL ASSAULT.

A. COMMANDERS, SEXUAL ASSAULT RESPONSE COORDINATORS (SARC/SHARP) AND SEXUAL ASSAULT VICTIM ADVOCATES (VA/SHARP) SHALL ENSURE VICTIMS ARE INFORMED OF THIS POLICY.

B. A REPORT OF SEXUAL ASSAULT IS CREDIBLE WHEN THE COMMANDER (BATTALION OR ABOVE), AFTER CONSIDERING ALL AVAILABLE EVIDENCE AND THE ADVICE OF THE SUPPORTING LEGAL ADVISOR AND SUPPORTING CID AGENT, CONCLUDES THAT THERE ARE REASONABLE GROUNDS TO BELIEVE THAT AN OFFENSE CONSTITUTING SEXUAL ASSAULT HAS BEEN COMMITTED AGAINST THE PERSON

REQUESTING THE TRANSFER OR REASSIGNMENT. EACH CASE MUST BE EVALUATED ON ITS OWN MERITS; THE DETERMINATION OF WHETHER OR NOT A REPORT IS CREDIBLE CAN REQUIRE A FEW DAYS OR A LONGER TIME PERIOD. COMMANDERS MUST COORDINATE CLOSELY WITH CID AND THE SERVICING LEGAL OFFICE ON THIS DETERMINATION.

C. COMMANDERS WILL TAKE REASONABLE STEPS TO PREVENT A TRANSFER FROM NEGATIVELY IMPACTING THE VICTIM'S CAREER TO THE EXTENT PRACTICABLE. PRIOR TO APPROVING A REQUEST, THE COMMANDER SHALL ENSURE THE VICTIM IS FULLY INFORMED REGARDING REASONABLY FORESEEABLE IMPACTS ON HIS/HER CAREER, THE POTENTIAL IMPACT OF THE TRANSFER ON THE INVESTIGATION AND POTENTIAL PROSECUTION OR INITIATION OF OTHER ADVERSE ACTION AGAINST THE ALLEGED OFFENDER, OR ANY OTHER POSSIBLE CONSEQUENCES OF GRANTING THE REQUEST.

D. REQUEST FOR A TRANSFER OR REASSIGNMENT MUST BE IN WRITING IN THE FORM OF A MEMO OR DA FORM 4187. VICTIMS ARE ENCOURAGED TO INCLUDE ANY AND ALL OF THEIR CONCERNS IN THE WRITTEN REQUEST TO AID THE COMMANDER IN UNDERSTANDING THEIR NEEDS AND IN MAKING AN INFORMED (UNLESS WRITTEN OTHERWISE IN THE SOURCE DOCUMENT) DECISION. IF THE DA 4187 IS USED, VICTIMS SHOULD SUPPLEMENT IT IN WRITING WITH THEIR CONCERNS AS DESCRIBED ABOVE.

(1) A VICTIM'S COMMANDER MUST RECOMMEND APPROVAL OR DISAPPROVAL WITHIN 72 HOURS OF THE SUBMISSION OF THE REQUEST.

(2) REQUESTS MAY BE DISAPPROVED ONLY BY THE FIRST GENERAL OFFICER (GO) IN THE VICTIM'S CHAIN OF COMMAND, WHO MAY DELEGATE DISAPPROVAL AUTHORITY TO ANOTHER GO WITHIN THE COMMAND, OR TO A MEMBER OF THE SENIOR EXECUTIVE SERVICE (SES). DISAPPROVAL BY GO/SES MUST BE MADE WITHIN 72 HOURS OF THE VICTIM'S COMMANDER'S RECOMMENDATION OF DISAPPROVAL.

E. COMMANDING GENERAL US ARMY HUMAN RESOURCES COMMAND (USAHRC) HAS ALL ASSIGNMENT AUTHORITIES TO EXECUTE PCS OF VICTIMS OF SEXUAL ASSAULT (PER DELEGATION OF AUTHORITY BY ASA M&RA)

F. REASSIGNMENT WITHIN SAME INSTALLATION ACROSS MACOMS (ACOM/ASCC/DRU) REQUIRES USAHRC APPROVAL.

G. PERMANENT CHANGE OF STATION (PCS) REQUEST FOR ENLISTED:

(1) SOLDIERS MAY REQUEST THROUGH THEIR COMMANDER IN WRITING PROVIDED THEY MEET THE CRITERIA OUTLINED IN ARMY DIRECTIVE 2011-

19. INSTALLATION PERSONNEL OFFICES SHOULD SUBMIT ATTACHMENT REQUESTS

VIA EDAS PO SCREEN.

(2) HRC, ENLISTED PERSONNEL MANAGEMENT DIRECTORATE (EPMD), SPECIAL ACTIONS BRANCH (AHRC-EPO-A) IS THE APPROVAL AUTHORITY FOR PCS OF VICTIMS OF SEXUAL ASSAULT.

(3) ALL REQUESTS FOR ACTIONS FOR VICTIMS OF SEXUAL ASSAULT SHOULD BE FORWARDED TO: HRC.G3.PLAN@CONUS.ARMY.MIL

H. PCS REQUEST FOR OFFICERS:

(1) REQUEST WILL BE SUBMITTED BY THE OFFICER ON A DA FORM 4187. ENDORSEMENT SHOULD INCLUDE APPROPRIATE RECOMMENDATIONS TO THE FIRST COMMANDER IN THE CHAIN OF COMMAND EXERCISING GENERAL COURT MARTIAL CONVENING AUTHORITY. SECTION IV MUST INCLUDE THE FOLLOWING VERBIAGE: "OFFICER UNDERSTANDS SELECTION OF PERMANENT CHANGE OF STATION DOES NOT GUARANTEE STATION OF CHOICE. PCS REQUEST WILL ORDINARILY BE TO A VALID AUTHORIZED REQUIREMENT AND AT THE NEEDS OF THE ARMY."

(2) ALL RESPONSES BY OPMD OR APPROPRIATE SPECIAL BRANCHES WILL BE BY ELECTRONIC COORDINATION DIRECTLY TO THE INSTALLATIONS OR ACTIVITIES THAT SUBMITTED THE REQUESTS. FOR CASES THAT ARE DISAPPROVED BY THE APPROPRIATE DISAPPROVAL AUTHORITY (1ST GO IN THE VICTIM'S CHAIN OF COMMAND), THE REASONS FOR THE DISAPPROVAL WILL BE CITED. COMMANDER AHRC IS THE DISAPPROVING AUTHORITY FOR PERMANENT CHANGE OF STATION. APPROVED REQUESTS WILL BE IN THE FORM OF MESSAGE ASSIGNMENT INSTRUCTIONS AND WILL CITE SUFFICIENT INFORMATION AND AUTHORITY TO REASSIGN THE INDIVIDUAL.

(3). FORWARD ALL REQUESTS FOR ACTION: HRC.G3.PLAN@CONUS.ARMY.MIL

8. HQDA SHARP PROGRAM POINTS OF CONTACT ARE:

A. HQDA SHARP TRAINING POC IS MR. MARK JOYNER, 703-604-0694, MARK.A.JOYNER.CIV@MAIL.MIL.

B. HQDA SHARP OPERATIONS POCs ARE MR. NATHAN EVANS, 703-604-0690, NATHAN.F.EVANS2.CIV@MAIL.MIL AND MS. SHERRY SIMMONS-COLEMAN, 703-604-0686, SHERRY.D.SIMMONSCOLEMAN.CIV@MAIL.MIL

C. HQDA EO POC IS LTC WALL, 703-604-0622, TIMOTHY.C.WALL.MIL@MAIL.MIL

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9. EXPIRATION DATE CANNOT BE DETERMINED.