



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
950 JEFFERSON AVENUE
FORT EUSTIS, VIRGINIA 23604-5700

REPLY TO
ATTENTION OF

ATCS-E

15 JUL 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TRADOC Policy Letter 23, Sexual Harassment/Assault Response and Prevention (SHARP) Program

1. Reference Army Regulation 600-20 (Army Command Policy), 6 November 2014.
2. Sexual harassment and sexual assault are unacceptable and contradict the values of the Army and our organization. TRADOC is continually undertaking steps to reduce incidents of sexual harassment and sexual assault. Our objective is to ensure a safe living and working environment for our entire TRADOC team (Soldiers, Civilian employees, and Family members).
3. Ultimately, we must ensure our TRADOC team understands we will not tolerate, condone, or ignore sexual harassment or sexual assault. Sexual harassment destroys teamwork and negatively affects combat readiness. We must strive for enduring cultural change where we treat everyone with dignity and respect; where we consider all allegations of inappropriate behavior with the utmost seriousness, protect the privacy of victims, motivate bystanders to intervene, and hold offenders accountable.
4. The command will not retaliate against an individual who makes or prepares a protected communication. Retaliation is an umbrella term encompassing actions taken by the chain of command or peers/coworkers such as engaging in ostracism or maltreatment, taking, or threatening to take, an adverse personnel action, or withholding, or threatening to withhold, a favorable personnel action, in response to the protected communication.
5. The explanations of sexual assault and sexual harassment and their reporting options follow below:
 - a. Sexual Harassment is a form of sex discrimination involving unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a military or civilian member is engaging in sexual harassment. Complaints of sexual harassment by service members or their Family members may be filed through the chain of command, next higher echelon commander, SHARP representative, or inspector general (IG). Civilian employees will file complaints through their

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management officials, IG, or the Equal Employment Office. There are two types of complaints:

(1) An informal complaint is one that a Soldier or Family member does not wish to file in writing. It is not subject to a time suspense and the chain of command or management officials normally handle the resolution process.

(2) A formal complaint is one that a complainant files in writing and swears to the accuracy of the information. Active duty Soldiers have 60-calendar days and Civilian employees have 45-calendar days from the date of the incident to file a complaint of sexual harassment. Commanders at all levels, along with the complainants, will follow the procedures for filling formal or informal complaints outlined in Appendix C of AR 600-20, Army Command Policy.

b. Sexual Assault is a crime defined by intentional sexual contact characterized by the 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, spousal relationship, or age of victim.

c. Consent means words or overt acts indicating a freely given agreement to sexual conduct by a competent person. A sleeping, unconscious, or incompetent person cannot consent to a sexual act.

d. There are two types of reporting options for victims of sexual assault:

(1) Restricted reporting allows a Soldier or Family member, who is a victim of sexual assault, to disclose the details of their assault to a sexual assault response coordinator, victim advocate, chaplain, or healthcare provider and receive medical treatment and counseling on a confidential basis, without triggering an official investigation.

(2) Unrestricted reporting allows a Soldier or Family member who is sexually assaulted and desires medical treatment, counseling, and an official investigation to report the assault to the chain of command and other official channels including the Criminal Investigative Division, IG, or provost marshal. Law enforcement will investigate all unrestricted reports and protect the rights of all parties involved. Civilian employees who wish to report a sexual assault should contact their local law enforcement officials.

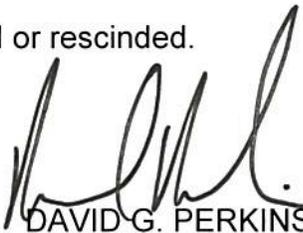
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6. Commanders have a responsibility to ensure community safety and due process of law, but they must also recognize the importance of protecting the privacy of victims under their command. After a report of sexual assault, commanders will also ensure compliance with procedures in Appendix F, AR 600-20. Additional resource guides for Army leaders are located at <http://sharp.army.mil/>.

7. TRADOC Policy Letter 7 (Anti-Harassment) also details the procedures for dealing with sexual harassment complaints for civilians.

8. This policy is effective until superseded or rescinded.



DAVID G. PERKINS
General, U.S. Army
Commanding

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