



DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
6661 WARRIOR TRAIL, BUILDING 350
FORT POLK, LOUISIANA 71459-5339

AFZX-SH

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum G1-04 – Prevention of Sexual Harassment and Sexual Assault

1. References.

- a. Army Regulation (AR) 600-20, Army Command Policy, 6 November 2014.
- b. HQDA SHARP Program Synchronization Order, dated 23 June 2012.

2. The Joint Readiness Training Center (JRTC) and Fort Polk are committed to ensuring that Soldiers, Civilian employees, and Family members live and work in an environment free of sexual harassment and sexual assault. Sexual harassment and sexual assault are offenses contrary to Army Values and the Warrior Ethos and are punishable under the Uniform Code of Military Justice and other federal and local laws.

3. Sexual Harassment. All Soldiers and civilians have a responsibility to help resolve acts of sexual harassment. Complainants of sexual harassment are encouraged to seek assistance immediately from their chain of command, Sexual Assault Response Coordinator (SARC), Inspector General, Staff Judge Advocate Provost Marshal, Chaplain, or licensed health care provider. Complainants may choose to file an informal or formal complaint. An informal complaint is not filed in writing, may be resolved directly by the individual, and is not subject to timeliness. A formal complaint is filed in writing and initiates an investigation that must be completed within two weeks of the receipt of the complaint by the Brigade Commander.

4. Sexual Assault. Sexual assault is a criminal offense that has no place in the Army. Army policy promotes sensitive care and confidential reporting for victims of sexual assault and accountability for those who commit these crimes. Victims of sexual assault have two reporting options:

- a. Restricted reporting allows a Soldier who is a sexual assault victim, on a confidential basis, to disclose the details of their assault to specifically identified individuals and receive medical treatment and counseling, without triggering the official investigative process. Restricted reports may be made through appointed SARC or Victim Advocates (VA). Victims may also contact a licensed health care provider for restricted reports. A restricted report cannot be made to a member of the Soldier's chain of command, law enforcement, or CID. If the victim files a restricted report, he or she can change to an unrestricted report at any time.

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b. Unrestricted reporting allows a Soldier who is sexually assaulted and desires medical treatment, counseling, and an official investigation of his/her allegation. The victim can disclose that he or she is the victim of a sexual assault to a SARC, VA, or command authority. All unrestricted reports must be referred to CID, regardless of severity. CID will investigate all unrestricted reports. If a victim files an unrestricted report they cannot change to a restricted report. If at any time a victim declines to participate in an investigation or prosecution, commanders, investigators, and all other personnel will honor that decision.

5. Commanders will establish an environment free of sexual harassment and sexual assault through education, discipline, and enforcement of standards. Commanders will incorporate the following initiatives to enhance their unit SHARP program.

a. Soldiers will carry the SHARP Information card as part of the duty uniform.

b. Squad leaders will incorporate the SHARP Squad Leader Training Support Packet into their Leader's Book.

c. Ensure all Civilian employees and Family members have access to SHARP resources.

d. Support annual Sexual Assault Awareness Prevention Month (SAAPM) events and SHARP Campaign lines of effort.

e. Encourage Soldiers to participate in the SHARP Guardians Program.

6. Prevention of sexual harassment and sexual assault is everyone's responsibility. All Soldiers, Civilians, and Family members, are responsible for treating each other with dignity and respect.

7. This policy will remain in effect until superseded or rescinded.



GARY M. BRITO
Brigadier General, USA
Commanding

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