



DEPARTMENT OF THE ARMY
HEADQUARTERS, NATIONAL TRAINING CENTER AND FORT IRWIN
FORT IRWIN, CA 92310-5000

AFZJ-CG

AUG 10 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: NTC Policy #5, Sexual Harassment/Assault Response Prevention (SHARP)

1. PURPOSE: To inform all personnel serving in any capacity for any time period of the National Training Center (NTC) and Fort Irwin SHARP policy.

2. APPLICABILITY: This policy supersedes all previous NTC policies with the above subject, remains in effect until specifically rescinded or superseded, and applies to all personnel assigned or attached to the National Training Center.

3. REFERENCE: Army Regulation 600-20, Army Command Policy, Chapters 7, 8, Appendix C, Sexual Harassment Complaint Processing System, and Appendix G, Confidentiality and Restricted Reporting, 06 November 2014.

4. POLICY:

a. NTC and Fort Irwin are committed to ensuring that Soldiers, Civilian employees, and Family members live and work in an environment free of sexual harassment and sexual assault. All leaders must be committed to creating and maintaining an environment that promotes productivity, dignity, and respect. Sexual harassment and sexual assault are offenses contrary to Army Values and the Warrior Ethos. They destroy teamwork and negatively affect combat readiness. Sexual harassment and sexual assault are punishable under the Uniform Code of Military Justice and other Federal and local laws.

b. 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 such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, career. Submission to, or rejection of, such conduct by a person is used as a basis for career or employment decisions affecting that person. 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. 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 Soldier or civilian employee is engaging in sexual harassment.

Similarly, any Soldier or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is engaging in sexual harassment.

c. Sexual harassment complaints procedures are formal and informal. A formal complaint is one that a complainant files in writing and swears to the accuracy of the information. Formal complaints require specific actions, are subject to timelines, and require documentation of the actions taken. An individual files a formal complaint using a DA Form 7279 (Equal Opportunity Complaint Form). An informal complaint is any complaint that a Soldier or Family member does not wish to file in writing. Informal complaints may be resolved directly by the individual, with the help of another unit member, the commander or other person in the complainant's chain of command. Typically, those issues that can be taken care of informally can be resolved through discussion, problem identification, and clarification of the issues.

d. Sexual assault is defined as intentional sexual contact characterized by the use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. Sexual assault complaint procedures are unrestricted and restricted. Unrestricted reporting allows a Soldier, or an adult military dependent, who is sexually assaulted and desires medical treatment, counseling, and an official investigation of his/her allegation to use current reporting channels (for example, the chain of command or law enforcement), or he/she may report the incident to the Sexual Assault Response Coordinator (SARC) or the on-call Victim Advocate (VA). Upon notification of a reported sexual assault, the SARC will immediately notify a VA. Restricted reporting allows a Soldier who is a sexual assault victim, on a confidential basis, to disclose the details of his/her assault to specifically identified individuals and receive medical treatment and counseling, without triggering the official investigative process. Soldiers, or adult military dependents, who are sexually assaulted and desire restricted reporting under this policy should report the assault to the SARC, VA, or a healthcare provider.

e. We must take allegations of sexual harassment and sexual assault seriously and investigate promptly. Commanders will ensure that individuals who feel they are being sexually harassed or sexually assaulted are permitted to file complaints without fear of intimidation, harassment, or reprisal.

f. Prevention of sexual harassment and sexual assault is everyone's responsibility. Every Soldier, Civilian employee, and Family member is responsible for treating one another with mutual dignity and respect.

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We cannot tolerate or condone sexual harassment or sexual assault. It is incumbent upon all leaders to set the example and create an environment conducive to good order and discipline.

5. PROPONENT: Point of contact is the Installation SARC at 760-380-2290.



JOSEPH M. MARTIN
Major General, USA
Commanding

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