



DEPARTMENT OF THE ARMY
UNITED STATES ARMY EUROPE
UNIT 29351
APO AE 09014-9351

AEPE-RRD

7 February 2018

MEMORANDUM FOR All Army in Europe Military and Civilian Personnel

SUBJECT: Sexual Harassment/Assault Response and Prevention (SHARP) Program and Responsibilities (AE Cmd Memo 2018-007)

1. References:

a. DOD Instruction 6495.02, Sexual Assault Prevention and Response (SAPR) Program Procedures.

b. AR 600-20, Army Command Policy.

c. AR 614-100, Officer Assignment Policies, Details, and Transfers.

d. AR 614-200, Enlisted Assignments and Utilization Management.

e. AR 690-600, Equal Employment Opportunity Discrimination Complaints.

f. [Memorandum, USAREUR, AEPE-UEO, 7 February 2018](#), subject: Equal Opportunity (AE Cmd Memo 2018-005).

g. [Memorandum, USAREUR, AEPE-UEO, 7 February 2018](#), subject: Processing Equal Opportunity Complaints (AE Cmd Memo 2018-006).

2. Sexual harassment and sexual assault weaken the health and morale of our Soldiers and break the bonds of trust essential for our team to accomplish our mission. Sexual harassment destroys unit cohesion and interferes with combat readiness by affecting our ability to effectively work as a team. If left unchecked, sexual harassment can escalate to a sexual assault, a criminal offense that violates Army core values and degrades mission readiness.

3. I am personally committed to creating and maintaining an environment that encourages productivity and respect for human dignity, and I expect subordinate leaders to be equally committed. Military and civilian leaders at every level are responsible for preventing sexual harassment and sexual assault and taking appropriate corrective action if they occur. Leaders at all levels will—

a. Create a command climate that is designed to eliminate sexual harassment and sexual assault and ensure that all individuals complaining about sexual harassment and all victims of sexual assault are treated with dignity and respect.

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- b. Encourage individuals complaining about sexual harassment and victims of sexual assault to report incidents to their chain of command without fear of reprisal or intimidation.
 - c. Treat allegations of sexual harassment and sexual assault seriously.
 - d. Handle allegations of sexual harassment at the lowest level to ensure rapid resolution for the complainant. Leaders will also encourage personnel to use any of the available channels, such as the brigade sexual assault response coordinator (SARC)/ Sexual Harassment/Assault Response and Prevention (SHARP) specialist, the victim advocate (VA)/SHARP specialist, a chaplain, the housing office, the servicing inspector general, a medical provider, the local provost marshal, or a staff judge advocate if the complainant would prefer not to involve the chain of command.
 - e. While maintaining the victim's confidentiality and ensuring reports are handled with sensitivity, immediately report all sexual-assault incidents to the United States Army Criminal Investigation Command and treat every report of sexual assault seriously.
 - f. Comply with Federal law and statutes, as well as AR 690-600 and Army in Europe command memorandums [2018-005](#) and [2018-006](#), by referring sexual-harassment inquiries made by Department of the Army civilian employees to the appropriate U.S. Army garrison equal employment opportunity office.
 - g. Ensure that all subordinate leaders understand and comply with this policy.
4. Leaders at all levels must understand their SHARP roles and responsibilities, as prescribed by AR 600-20, for responding to victims of sexual assault (chap 8 and app G) and to individuals complaining about sexual harassment (chap 7 and app C). Specific responsibilities and procedures for commanders, SARC/SHARP specialists, and VA/SHARP specialists in the Army in Europe are [enclosed](#).

Encl



CHRISTOPHER G. CAVOLI
Lieutenant General, USA
Commanding

Responsibilities and Procedures for Commanders, Sexual Assault Response Coordinator (SARC)/Sexual Harassment/Assault Response and Prevention (SHARP) Specialists, and Victim Advocate (VA)/SHARP Specialists

1. Sexual Harassment. In case of a sexual-harassment complaint by a Soldier, commanders and civilian leaders of Army in Europe units at all levels will adhere to the timelines and reporting procedures established by HQDA (AR 600-20, chap 7 and app C). Additionally, in USAREUR, the unit's SARC/SHARP specialist will report all formal complaints to the USAREUR SHARP Program Office ([para 3](#)) within 48 hours after receiving the complaint. These reports provide the USAREUR CG visibility over all formal sexual-harassment complaints in the USAREUR area of responsibility (AOR).

NOTE: Responding to sexual-harassment complaints made by Department of the Army civilian employees requires similar procedures and timelines. Leaders must refer to and comply with the policy and procedures in [paragraph 3f of the basic memorandum](#).

2. Sexual Assault. In case of a sexual-assault incident, commanders and civilian leaders of Army in Europe units at all levels will ensure compliance with HQDA-published procedures for expedited transfer or reassignment and—

a. Inform the USAREUR SHARP Program Office ([para 3](#)) of all restricted and unrestricted reports no later than 48 hours after receiving an incident report. Additionally, commanders will prepare an incident report in accordance with DODI 6495.02, enclosure 5, within 8 calendar days after receiving an unrestricted report and send a copy of the report to the USAREUR CG. This gives the USAREUR CG visibility over all sexual-assault incidents reported in the USAREUR AOR.

b. Notify the USAREUR SHARP Program Office ([para 3](#)) of all requests for transfer or reassignment no later than 10 workdays after the victim submits the signed DA Form 4187 and again no later than 5 workdays after the request has been returned by the United States Army Human Resources Command. This notification will include information identifying the victim's command or unit, the date the request was submitted, and the status of the request (that is, approved, disapproved, or pending).

NOTE: Commanders and civilian leaders of commands under USAREUR operational control (as well as other non-USAREUR Army organizations that are tenants in the USAREUR AOR) are requested to provide information about sexual-assault incidents and SHARP-based requests for transfer or reassignment ([a and b above](#)) for their commands to the USAREUR SHARP Program Office ([para 3](#)) within the same timelines in order to give the USAREUR CG visibility over all such incidents and requests in the USAREUR AOR.

c. Process requests for transfer or reassignment under emergency conditions (for example, threat of bodily harm or death) according to AR 614-100 or AR 614-200, as applicable.

3. USAREUR SHARP Program Office. The USAREUR SHARP Program Office may be contacted at military 314-537-1224/1222 or civilian 0049-(0)611-143-537-1224/1222.