



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY FORCE MANAGEMENT SCHOOL  
5500 21<sup>ST</sup> STREET, BUILDING 247, SUITE 1400  
FORT BELVOIR, VIRGINIA 22060-5923

MAR 1 2 2018

DAMO-FMS

MEMORANDUM FOR Staff, Faculty and Students of the Army Force Management School (AFMS)

SUBJECT: AFMS Policy Letter #4 – Sexual Harassment/Assault Response and Prevention (SHARP)

1. Reference: AR 600-20, Army Command Policy, Chapter 8, 6 November 2014.
2. Applicability. This policy applies to all United States Army personnel, Soldiers, Civilians, and contractors assigned, attached or employed by AFMS.
3. Sexual harassment has been addressed in AFMS Policy Letter #5, Sexual or Other Unlawful Harassment.
4. Sexual assault is unacceptable conduct. Sexual assault is a crime under the Uniform Code of Military Justice (UCMJ), Federal, and State law and has no place in the Army or our communities. Sexual assault is inconsistent with Army Values as it degrades unit performance and cohesion, and is degrading to the dignity of the individual. This command will not tolerate sexual assault; one assault is too many. We must foster a climate of trust and respect that protects our Soldiers, Civilians, and Family members. SHARP is a commander's program, therefore, commanders must ensure leadership is engaged at all levels to prevent sexual harassment and assault. We will hold all offenders accountable.
5. Every member of this school who becomes aware of a sexual assault, or possessing probable cause of such an act, should report these allegations immediately (within 24 hours) to the appropriate authorities.
6. Sexual assault is defined as intentional sexual contact, characterized by use of force against a person, a threat of force, the abuse of authority, or in any circumstance in which the victim does not, or cannot consent. Sexual assault includes rape, nonconsensual sodomy (oral or anal), and indecent assault, as well as any attempts to commit such acts. Sexual assault can occur without regard to race, religion, national origin, color, gender, sexual orientation, spousal relationship, or age of the victim.

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7. The goals of the SHARP program are to reduce sexual assaults and harassment by creating a climate that respects the dignity of every member of the Army Family, reduce stigma of reporting, increase prevention, investigation, and prosecution capability, increase training and resources, and refine and sustain response capability.

8. The SHARP policies provide two modes of reporting: Restricted and Unrestricted.

a. Restricted reporting allows a victim to confidentially disclose the details of the assault to specifically identified individuals and receive medical care and counseling without triggering an official investigation. Soldiers who are sexually assaulted and desire restricted reporting should report the assault to the SHARP Representative, Chaplain, or Health Care Provider only.

b. Unrestricted reporting allows a victim desiring an official investigation into the allegation to use current reporting channels such as law enforcement and the chain of command. Victims desiring unrestricted reporting may still contact the SHARP representative, Chaplain, or Health Care Provider. Upon notification of a sexual assault, the SHARP specialist will immediately contact the Commandant. Details regarding the incident will be limited to those personnel who have a legitimate need to know the information, as well as those agencies which the UCMJ, policies, or applicable laws dictate, be notified of such a charge.

c. The chain of command will refrain from questioning victims as to the specifics of the alleged event. To do so in a sexual assault scenario may undermine the confidentiality of the restricted reporting option, as well as undermine a criminal investigation. Personnel will treat all victims of sexual assault with dignity, fairness, and respect. Appropriate respect will be given to the privacy of the victim as well as the accused.

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9. For all incidents regarding Sexual Assault please contact (703) 740-7029 to report a sexual assault through Fort Belvoir 24/7 Sexual Assault Hotline.

10. Expiration. This command policy memorandum will remain in effect until superseded or rescinded.

11. Point of contact for this memorandum is MAJ Michael Simmons at (703) 805-4488, email: michael.c.simmons.mil@mail.mil.



GEORGE LEWIS  
Colonel, U.S. Army  
Commandant