



# SHARP

SEXUAL HARASSMENT/ASSAULT  
RESPONSE AND PREVENTION

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## U.S. Army Sexual Harassment/Assault Response and Prevention (SHARP) Annual Refresher Training

### Training Support Package (TSP)

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# Preface

This Training Support Package (TSP) identifies the framework, standards, and resources necessary to conduct SHARP Annual Refresher Training. This training establishes the foundation for all SHARP learning that occurs for Army Soldiers and DA Civilians, ensuring that all members of the Army profession understand and can apply the fundamentals of both prevention and response. The TSP is comprised of six sections that enable leaders and SHARP professionals to plan and execute SHARP Annual Refresher Training. As the Army enhances its capacity and capabilities to prevent sexual assault and sexual harassment, it is critical to implement practices that increase knowledge and build skills.

The main audience for the TSP includes unit leaders and Civilian supervisors who are responsible for planning, preparing, delivering, and assessing this training. SHARP professionals are responsible to assist leaders by providing subject matter expertise. SHARP professionals assisting with the training should not be the designated leader identified to conduct SHARP Annual Refresher Training.

The proponent of this TSP is the U.S. Army SHARP Academy, Combined Arms Center (CAC), Fort Leavenworth, Kansas. Users and readers of this TSP may submit comments and recommendations using DA Form 2028 (Recommended Changes to Publications and Blank Forms) to:

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# Section I

## 1-1. Purpose.

SHARP Annual Refresher Training reinforces the basic knowledge, skills, and attitudes required across the Total Army (Active, Guard, and Reserve), ensuring that all members of the Army profession, Soldier and DA Civilian, understand and can apply the fundamentals of prevention and response. Commanders at all levels have a regulatory requirement to prioritize training and continually assess the SHARP program within the organization.

## 1-2. Intent.

To train and reinforce the standards in the prevention of and response to sexual harassment, sexual assault, and to ensure that Soldiers and DA Civilians are informed of the Army's SHARP Program requirements, prevention tenets, reporting options, intervention techniques, and possible consequences for committing these acts.

## 1-3. Required Training Modules.

SHARP Annual Refresher Training consists of five (5) topic-focused modules. The modules may be conducted separately in groups or during one comprehensive event; however, **all** of the modules must be completed to receive credit for the SHARP Annual Refresher Training requirement. Below are the descriptions and associated standards for each module:

- Module 1 - Prevention and Impacts on Readiness (GTA Panels 1, 2, and 3)  
**Task:** Discuss how prevention supports mission readiness, what is meant by a comprehensive approach, the difference between healthy and unhealthy relationships, and prevention efforts.  
**Standard:** Soldier/DA Civilian/Contract personnel are able to describe their role within the scope of prevention, describe how sexual harassment and sexual assault can impact readiness, and describe the characteristics of healthy relationships and unhealthy relationships.

Module 1 Applicable Vignettes	Module 1 Applicable Videos
Vignette 3 - Barracks Online Surfing	Continuum of Harm - <a href="https://youtu.be/iPtkCY0IVoo">https://youtu.be/iPtkCY0IVoo</a>
Vignette 4 - Company Dayroom	Hazing - <a href="https://youtu.be/KWkNLJSYGso">https://youtu.be/KWkNLJSYGso</a>
Vignette 13 - Command Climate	Army S.H.A.R.P. Spoken Word - <a href="https://youtu.be/b7bYc2-nUX4">https://youtu.be/b7bYc2-nUX4</a>
Civilian Vignette 15 – Ladies Night	

- Module 2 - Bystander Intervention (GTA Panel 4)

**Task:** Discuss the barriers to intervention, the five-step Intervention Process, and techniques to intervene (Direct, Distract, and Delegate).

**Standard:** Soldier/DA CIVILIAN is able to describe the five steps of the Intervention Process and demonstrate knowledge of the three bystander intervention techniques (Direct, Distract, Delegate).

Module 2 Applicable Vignettes	Module 2 Applicable Videos
Vignette 10 - Mobile Training Team (MTT) TDY in Hotel	Bystander Intervention - <a href="https://youtu.be/HIHwHcP9I70">https://youtu.be/HIHwHcP9I70</a>
Vignette 12 – Soldiers TDY	
Civilian Vignette 1 - I can't work like this	
Civilian Vignette 5 - Who will help me?	
Civilian Vignette 11 – Social Media	
Civilian Vignette 14 – Corrosive Leadership	
Civilian Vignette 15 – Happy Hour	
Civilian Vignette 16 – Mostly Harmless	
Civilian Vignette 17 – Birthday Bash	

- Module 3 - Sexual Harassment (GTA Panel 5)

**Task:** Discuss the definition of sexual harassment, the types and categories of sexual harassment, reporting options, and possible legal and administrative consequences.

**Standard:** Soldier/DA Civilian is able to describe what behavior constitutes sexual harassment, including the types of sexual harassment.

Module 3 Applicable Vignettes	Module 3 Applicable Videos
Vignette 1 - Battalion Motor Pool PCC/ PCIs	
Vignette 2 - Helicopter Flight Operations, Army Airfield	
Vignette 5 – Quid Pro Quo	
Vignette 6 – A Formal Sexual Harassment Complaint is Initiated	
Vignette 13 – Command	

Climate	
Civilian Vignette 1 – I Can't Work Like This	
Civilian Vignette 2 – I Just Need an Opportunity	
Civilian Vignette 7 - Civilian Workplace Relationships	
Civilian Vignette 9 – Business Meeting, Part 1	
Civilian Vignette 10 – Business Meeting, Part 2	
Civilian Vignette 11 – Social Media	
Civilian Vignette 12 – Too Close	
Civilian Vignette 14 – Corrosive Leadership	
Civilian Vignette 16 – Mostly Harmless	
Civilian Vignette 17 – Birthday Bash	
Civilian Vignette 18 – Text Savy	
USAREC Vignette 1 - Sexting	
USAREC Vignette 3 - Quid Pro Quo	
USAREC Vignette 4 - Hostile Environment	

- Module 4 - Sexual Assault (GTA Panels 6, 7, 8, and 10)  
**Task:** Discuss the definition of sexual assault and consent, reporting options, expedited transfers, and possible legal and administrative consequences.  
**Standard:** Soldier/DA Civilian is able to describe what behavior constitutes sexual assault, and the available reporting options and support resources. Explain the importance of consent, and the role alcohol can play regarding consent. Describe the possible consequences of committing sexual assault.

Module 4 Applicable Vignettes	Module 4 Applicable Videos
Vignette 7 - Combat Outpost (COP) Afghanistan	
Vignette 8 - Local Bar Downtown	
Vignette 9 - Barracks Picture Taking	Special Victim Capability - <a href="https://youtu.be/kaCaYpRWvRA">https://youtu.be/kaCaYpRWvRA</a>



Vignette 10 - Mobile Training Team (MTT) TDY in Hotel	
Vignette 11 - Soldiers Drinking in the Barracks	Drugs, Alcohol, & Sexual Assault - <a href="https://youtu.be/byZuKGeMgRY">https://youtu.be/byZuKGeMgRY</a>
Civilian Vignette 3 – I Said What...	Consent - <a href="https://youtu.be/vVtRjR96dPk">https://youtu.be/vVtRjR96dPk</a>
Civilian Vignette 4 – That’s Not Okay	
Civilian Vignette 8 – DA Civilians Training TDY in Hotel Off-post	
Civilian Vignette 13 – Bad Evaluation	
USAREC Vignette 2 - Don't Touch Me!	

- Module 5 – Retaliation\* (GTA Panel 10)  
**Task:** Discuss the definition and types of retaliation.  
**Standard:** Soldier/DA Civilian is able to explain the types of retaliation, how to report retaliation, and the resources available to assist individuals if they are experiencing retaliation.

Module 5 Applicable Vignettes	Applicable Videos
Vignette 6 - A Formal Sexual Harassment Complaint is Initiated	Retaliation - <a href="https://youtu.be/dmhac1u5WcY">https://youtu.be/dmhac1u5WcY</a>
Civilian Vignette 6 - These Are Some Crazy Rumors	

**\*Note:** Module 5 (Retaliation) is best conducted in combination with Module 3 (Sexual Harassment) and/or Module 4 (Sexual Assault).

Upon conclusion of this training, individuals must be able to accurately describe actions they can take to prevent sexual harassment, sexual assault, and retaliation; and when necessary, to seek help or to assist others in reporting. This includes knowing who can receive reports, available reporting options, and available services.

#### 1-4. Supporting Materials.

The SHARP Graphic Training Aid (GTA) 19-11-001, *SHARP Reference Card*: ([https://rdl.train.army.mil/catalog-ws/view/100.ATSC/7ABAB869-97B2-4A83-8855-3EBD73D59DDF-1592570401386/gta19\\_11\\_001.pdf](https://rdl.train.army.mil/catalog-ws/view/100.ATSC/7ABAB869-97B2-4A83-8855-3EBD73D59DDF-1592570401386/gta19_11_001.pdf))

and/or the SHARP GTA Progressive Web Application:

([https://rdl.train.army.mil/catalog-  
ws/view/SHARP\\_GTA\\_SUPPLEMENT/Index.html](https://rdl.train.army.mil/catalog-<br/>ws/view/SHARP_GTA_SUPPLEMENT/Index.html)), the vignettes  
within this guide (Sections 5-7), and the “Check on Learning” trifold  
serve as supporting instructional materials. These must be used to  
properly conduct this training. Below is the Quick Response (QR)  
Code for the SHARP GTA PWA:



**\*Note:** Annex B lists the Training Support Centers (TSC), where GTA cards can be ordered at no cost to the unit.

### **1-5. Concept and Design.**

*Leaders should issue a sensitivity warning before training, found in 1-9.*  
Below is the recommend flow of the training:

#### **1. Introduction:**

- a. Training will be conducted by a unit leader or Civilian Supervisor (**NOT a SHARP professional**)
- b. Address the purpose of training
- c. Provide overview of training
- d. Provide Administrative instructions (including disclaimer on page 10)
- e. Outline the Rules of Engagement (ROE) for participants
- f. Read Sensitive Content Warning (paragraph 1-9)

#### **2. Learning Content:**

- a. Leader will use GTA 19-11-001, SHARP Reference Card or the SHARP GTA progressive web-application
- b. Training should be a facilitated discussion, should reinforce key concepts of training modules, and evaluate participation understand of content to ensure topic module standards are achieved
- c. Use sections 3 and 4 of TSP to guide a small group through facilitated discussion
- d. The review includes:
  - (1) Sexual harassment
  - (2) Sexual Assault
  - (3) Bystander Intervention
  - (4) Prevention
  - (5) Retaliation
- e. Section 3 of TSP provides critical information for training modules
- f. Section 4 of TSP contains DA Civilian specific information if the audience contains DA civilians
- g. Sections 5-7 contain vignettes that represent actual situations and correlate with training modules

#### **3. Check On Learning:** Leader should use “Check on Learning” trifold and vignette discussions to assess that the group possess a solid understanding of training modules

#### **4. Feedback:**



- a. All attendees should be provided a way to give constructive feedback regarding information and training
- b. The two ways to give feedback are below:
  - (1) (<https://survey.tradoc.army.mil/EFM/se/0EE8827F2794EC0F>)
  - (2) QR Code in Supporting Materials

### **1-6. Participant Groups.**

This training is best suited for small groups (recommend no more than 30), who actively participate in discussion with a leader prepared to facilitate an interactive, open forum. If contract personnel are mandated through their contract vehicle to participate in SHARP Annual Refresher Training proper coordination must occur through their Contracting Officer Representative (COR).

### **1-7. Facilitator Guidance.**

Properly prepared leaders who are responsible for conducting annual SHARP training are critical to successful execution. Not only are leaders charged with presenting the material, but it is their responsibility to ensure the audience participates in the training. This training involves complex issues and topics that participants may find uncomfortable or be unwilling to discuss. Therefore, the leader must be knowledgeable and apply sound judgement during execution. Annex C provides an outline and information on conducting a “Train the Trainer” (T3) event for unit leaders and Civilian supervisors to ensure they are properly prepared to present the material in this TSP.

The following are several discussion techniques that can be utilized during the training:

- Ask open-ended questions to get all participants actively engaged
- Be open and accepting of participant responses
- Provide positive feedback for any participants joining the discussion
- Control your own biases

### **1-8. Leading the Training.**

In accordance with the AR 600-20, leaders must lead SHARP Annual Refresher Training. SHARP professionals are recommended to be present to assist in addressing any specific SHARP policy guidance and complex discussions that may arise, particularly if participants ask nuanced questions regarding procedural aspects (e.g., sexual harassment, retaliation). Their presence ensures the accuracy of information disseminated during the training. Leaders include Officers, Non-commissioned Officers, Warrant Officers, and DA Civilian Supervisors serving at the first-line leadership level (squad, crew, and section) or higher.

Do	Do Not
<ul style="list-style-type: none"> <li>• Prepare and rehearse so that you can focus your attention on the audience, rather than on reading the materials during training</li> <li>• Attempt to get all participants actively engaged in the discussion</li> <li>• Ensure a safe, respectful, and conducive learning environment</li> <li>• Remain open and accepting to participant responses</li> <li>• Provide context to the training by helping participants understand the linkage to the Army Values, cohesion, trust, and the Army Profession</li> <li>• Utilize the vignettes and references provided</li> <li>• Always speak like there is a victim in the room</li> <li>• Always speak like there is an offender in the room</li> </ul>	<ul style="list-style-type: none"> <li>• Attempt to interpret or speculate on legal, medical, or other specialized topics; leave legal discussions to staff judge advocates, medical discussions to physicians and mental health providers, etc.</li> <li>• Mix topics randomly among the modules</li> <li>• Voice opinions; instead provide policy and fact-based responses</li> <li>• Discuss cases that you may be aware of or have been involved with, or use them as a source for the training</li> </ul>

**Figure 1-1. List of Leader to Do's and Dont's**

If, based on the audience, the training may include in-depth discussion of a topic with complicated legal issues (i.e., consent, incapacitation, or victims' rights, etc.), invite the Brigade Trial Counsel and Inspector General (IG) to assist with training. If the organization has a large population of DA Civilians, consider having a representative from the Equal Employment Opportunity (EEO) office present for training.

**1-9. Other Considerations.**

Training Materials and References can be found on the Army Training Network at: <https://atn.army.mil/sharp> or the SHARP Learning Portal at: <https://sharplearningportal.army.mil/>.

Commanders/Directors (or equivalent) have discretion on how Annual Refresher Training will be delivered within their unit/organization, for their assigned personnel. Each training module will be covered using a face-to-face (FtF), leader-led, small group, facilitated discussion. The modules may be delivered over time, in monthly training sessions, quarterly training sessions, or all at once. Leaders have the discretion to choose how often they conduct SHARP Annual Refresher Training as long as all modules are covered annually.

SHARP training must emphasize the critical need for confidentiality in sexual assault and sexual harassment reporting. Unit gossip and loss of privacy for victims and accused Soldiers undermines prevention, reporting, and response and destroys trust, cohesion and readiness. Individuals with a specified duty to maintain confidentiality, including SARC/VA, healthcare personnel, and commanders, can be held accountable for violations of the duty to maintain confidentiality under Article 92, UCMJ, dereliction of duty. Members of the chain of command down to the squad level should proactively discourage gossip and the unnecessary sharing of information regarding a report. However, no training or messaging can interfere with an accused Soldier's due process right to investigate a report, obtain witness testimony on their own behalf, or mount a defense in a law enforcement or administrative investigation.

Leaders should address the sensitive nature of the content at the start of each presentation to prevent unintentional disclosure of a sexual assault, as well as provide acknowledgement that victim sensitivity and care are top priorities of the Army. Leaders should also remind the audience not to disclose an act of sexual harassment or sexual assault during the training but to contact a SARC or VA in order to protect their rights and privacy.

**Recommend leaders issue the following cautionary statement prior to training:**

***Sensitive Content Warning:*** *This training does not intend to re-victimize, initiate unwanted emotional responses, or inflict psychological stress on anyone. The nature of this content may be disturbing. This training contains elements that may be offensive or likely to induce high levels of emotional response or psychological stress in some participants. Attendees may choose to not participate in the discussion or vignette exercise and can also step away from the training if they are uncomfortable with sexually suggestive content and language but must step back in after those activities are complete.*

Individuals who need an exemption from the mandatory group face-to-face (FtF) SHARP training due to personal reasons, such as previous trauma, can work with their Commander and/or Supervisor and the SARC to arrange an exemption or an alternative form of training. Those exempted from group FtF training may have the option to conduct one-on-one FtF training with a different leader, a SHARP Professional, or complete the online SHARP Annual Refresher Training, as determined by the Commander and the SARC. This approach ensures that all personnel receive the necessary training while accommodating their personal circumstances

Supervisors or managers are encouraged to offer assistance to employees or Soldiers by offering Employee Assistance Program (EAP) services or SARC services, if they indicate the desire for additional resources.

#### **1-10. Training Accountability.**

Training completion will be recorded and maintained in the Digital Training Management System (DTMS) in accordance with AR 350-1. Entry into DTMS occurs once all five

training modules have been completed by an individual. Enter training completion under DTMS code 150S-SHA-0100.

### **1-11. Additional SHARP Training Tools.**

A comprehensive approach to both prevention and response requires multiple, reinforcing efforts tailored to the unit/organization and its environment. SHARP Annual Refresher Training provides foundational knowledge and skills, so additional activities should be considered as part of the unit/organization annual training plan. More unit-level SHARP training resources may be accessed via the following locations:

ATN: <https://atn.army.mil/sharp> (CAC-enabled)

SHARP Learning Portal: <https://sharplearningportal.army.mil> (public-facing)

MilSuite: <https://milsuite.mil> (CAC-enabled; search "SHARP Academy")

YouTube: <https://www.youtube.com/channel/UCSLzqYmFznj0P-LdkQgWJag/videos>

Additional SHARP training products include, but are not limited to:

Bystander Intervention Techniques TSP. This TSP provides a standardized means to conduct interactive, unit-level training on Bystander Intervention techniques within the context of Army Values. Designed for delivery in a small group setting, it includes a comprehensive instructor reference guide along with 46 supporting vignettes for Soldiers, leaders, DA Civilians, and Reserve Officer Training Corps (ROTC).

SHARP Challenge Room TSP. This TSP provides standardized means for units to leverage the popular escape room concept to enhance participant SHARP knowledge through teamwork, communication, creative, critical thinking, and problem solving. It includes a comprehensive reference guide, a sample leader brief, supporting vignettes, and a 16-minute "how to" instructional video.

Intervention Skills Situational Training Exercise (IS-STX) TSP. A comprehensive guide outlining the framework, standards, and resources necessary to conduct immersive, situation-based training to build the confidence and skills needed to identify when and how to intervene.

SHARP Graphic Training Aid (GTA). This pocket-sized resource for leaders, Soldiers, and DA Civilians contains key program elements and information, for both Prevention and Response. The SHARP GTA card, to included supporting vignettes, is available in a digital format at [https://rdl.train.army.mil/catalog-aws/view/SHARP\\_GTA\\_SUPPLEMENT/index.html](https://rdl.train.army.mil/catalog-aws/view/SHARP_GTA_SUPPLEMENT/index.html). Below is the QR code for the digital SHARP GTA.



## Section II

### 2-1. Army 8-Step Training Model.

As with any training event, unit leaders should follow the Army Operations Process of *Plan, Prepare, Execute, and Assess*. Within that context, applying the 8-Step Training Model represents the preferred means of planning and executing SHARP Annual Refresher Training to ensure that all aspects are addressed from the planning stages through the retraining phase.

The 8-Step Training Model provides a flexible and effective methodology for developing, planning, and executing the SHARP Annual Refresher Training.



**Figure 2-1. The Army 8-Step Training Model**

### 2-2. Applying the 8-Step Training Model.

Below are some examples of what to consider during each of the eight training model steps:

#### Step 1 – Plan the Training Event

- Leaders develop specific, obtainable, and measurable training objectives for the upcoming event-based on guidance from the commander, in collaboration with the SARC.
- Training should be conducted in small group discussions.
- It is strongly recommended to have a SHARP professional present to assist attendees who may need to excuse themselves during training. If a SHARP professional is not available, instructors must ensure that contact information for

their local SHARP office is provided.

- Be prepared for discussions on sensitive and complicated issues such as: legal concerns, consent, incapacitation, retaliation or victims' rights. Consider inviting the Brigade Trial Counsel or IG to assist with your training. If your organization has a large population of DA Civilians, consider having a representative from the Equal Employment Opportunity (EEO) Office present for training to clarify any questions that might be posed.
- Coordinate training date(s) and time(s) with the operations section and annotate on unit training plan/calendars/training schedules.
- Coordinate for the training site.

### **Step 2 – Train Leaders**

- The facilitators need to review and become familiar with the SHARP Annual Refresher Training TSP and the commanders training intent prior to execution.
- This training is designed for delivery and facilitation by unit leaders with assistance of certified SHARP professionals to ensure accuracy and consistency. **\*NOTE:** SHARP professionals should not be designated leaders to conduct SHARP Annual Refresher Training.
- Leaders **MUST** play an active role in this training.
- Require leaders who will deliver and facilitate the training to back-brief their supervisor and/or commander. This validates their understanding of the intent and mastery of the content.
- As an alternative or in addition to back-briefs, the unit may choose to conduct a leader development session to prepare a group of leaders to lead annual refresher training.
- See Annex C for an example of a Train the Trainer (T3) event that prepares unit leaders and Civilian supervisors to deliver engaging SHARP Annual Refresher Training.

### **Step 3 – Reconnoiter the Training Site**

- Leaders reconnoiter proposed training areas and facilities to verify that the location can adequately support the proposed training and enable the unit to accomplish training objectives.
- Due to potential pandemic restrictions, training sites should consider social distancing requirements and alternative delivery means such as MS Teams meetings or teleconference-training.

### **Step 4 – Issue the Event Operation Order (OPORD)**

- Publish a complete and detailed OPORD that clearly identifies the tasks to be trained, training objectives, a clear mission statement, and all supporting tasks.

### **Step 5 – Rehearse**

- Rehearsals are critical to the execution of a successful SHARP Annual Refresher Training event. All personnel involved in the training event must conduct



rehearsals to ensure understanding, synchronization, and preparation of actions.

- Facilitators will need to rehearse several times to ensure they are prepared to execute the training.

### **Step 6 – Execute the Training**

- Welcome participants to the training and introduce anyone assisting with the training event.
- Issue the disclaimer to prevent re-victimization, initiation of unwanted emotional responses, or infliction of psychological stress on anyone.
- Conduct the training in accordance with the published plan and standards, incorporating the vignettes and GTA (paper or digital version). Reinforce how sexual harassment and sexual assaults are counter to the Army Values.
- Continuously assess participants to determine if help is required or any participants are traumatized and provide assistance as needed.
- Conduct checks on learning throughout and/or at the end of training to ensure the training content is understood and retained.
- Upon conclusion, challenge all training participants to become change agents and help to build and maintain professional unit/organizational climates reflective of the Army Values and Ethics.

### **Step 7 – Conduct an After-Action Review (AAR)**

- SHARP Professionals should be present at all AARs to assist in answering SHARP-specific questions and be present to provide assistance to personnel that need to discuss a potential sexual assault, sexual harassment, or associated retaliatory behavior.
- All attendees should be given the opportunity to provide feedback on the training provided and the information received. There are two ways this can be done. By accessing the following website:  
<https://survey.tradoc.army.mil/EFM/se/0EE8827F2794EC0F>  
or scanning the Quick Response (QR) Code.



### **Step 8 – Conduct Retraining (as required)**

- When possible, never depart a training event with tasks not trained to standard or training objectives unmet. If there is confusion or untrained tasks, take the time to conduct retraining until participants achieve or exceed the standards.

## Section III

### 3-1. Module 1 – PREVENTION.



Figure 3-1. Comprehensive Approach Representation

Prevention requires a comprehensive approach that incorporates multiple reinforcing activities implemented and sustained over time. Successful prevention requires everyone's involvement and commitment at the **Individual** level. It starts with everyone doing their part to live and uphold our Army Values and Army Ethics.

The second layer within Figure 3-1 of **Peers, Friends, and Family**, depicts the individual's closest social circles that are typically the most influential to the individual.

The third layer of **Unit/Organization**, depicts the surrounding work environment. Developing a positive command climate is vital, as well as establishing a strong command sponsorship program and encouraging leader involvement at all levels. It is important to understand that unit gossip, loss of privacy for victims, and subjects, undermines prevention, reporting, and response. These actions erode trust, cohesion, and readiness within the unit, company, and Army as a whole.

The outside layer, **Post/Community**, represents the broader environment in which we live and work. Communities that establish and maintain safety and security through policies and programs, make the support and services readily available, communicate their importance, and accessibility create a positive environment in which people have a sense of belonging and a shared responsibility to contribute.

#### Prevention Efforts

The following are some actions you can take to prevent sexual harassment or sexual assault from occurring:

- Communicate Boundaries.
- You have the right to say “No”.
- If you see something, step up and intervene.
- Achieve consent.
- Drink responsibly and have a plan.

**Ask:** What are other actions that you might take to prevent sexual harassment and sexual assault?

### Healthy vs. Unhealthy Relationships

2. PREVENTION	
<ul style="list-style-type: none"> <li>■ Communicate your boundaries.</li> <li>■ You have the right to say “no.”</li> <li>■ Drink responsibly and have a plan.</li> <li>■ Travel with friends or in a group.</li> <li>■ If you see something, step up and intervene.</li> <li>■ Achieve consent.</li> <li>■ Safeguard each other.</li> </ul>	
RELATIONSHIPS	
HEALTHY INDICATORS	UNHEALTHY INDICATORS
<ul style="list-style-type: none"> <li>■ Comfortable pace</li> <li>■ Trust</li> <li>■ Honesty</li> <li>■ Independence</li> <li>■ Respect</li> <li>■ Equality</li> <li>■ Kindness</li> <li>■ Taking responsibility</li> <li>■ Healthy conflict</li> <li>■ Fun</li> </ul>	<ul style="list-style-type: none"> <li>■ Intensity</li> <li>■ Possessiveness</li> <li>■ Manipulation</li> <li>■ Isolation</li> <li>■ Sabotage</li> <li>■ Belittling</li> <li>■ Guilt</li> <li>■ Volatility</li> <li>■ Deflecting responsibility</li> <li>■ Betrayal</li> </ul>

**Figure 3-2. Healthy vs. Unhealthy Relationships**

Healthy relationships bring out the best in you and make you feel good about yourself. Some characteristics and behaviors of healthy relationships include:

**Honesty** – You can be truthful and candid without fearing how the other person will respond.

**Trust** – Confidence that your partner won’t do anything to hurt you or ruin the relationship.

**Independence** – You have space to be yourself outside of the relationship.

**Respect** – You value one another’s beliefs and opinions and love one another for who you are as a person.

**Equality** – The relationship feels balanced and everyone puts the same effort into the success of the relationship.

**Kindness** – You are caring and empathetic to one another and provide comfort and support.

**Fun** – You enjoy spending time together and bring out the best in one another.

**Healthy Conflict** – Openly and respectfully discussing issues and confronting

disagreements non-judgmentally.

**Taking Responsibility** – Owning your own actions and words.

Learning and recognizing signs of unhealthy relationships are vital. Some characteristics and behaviors of unhealthy relationships include:

**Intensity** – When someone expresses very extreme feelings and over-the-top behavior that feels overwhelming.

**Possessiveness** – When someone is jealous to a point where they try to control who you spend time with and what you do.

**Manipulation** – When someone tries to control your decisions, actions, or emotions. An example of this would be a leader abusing the power dynamics afforded by rank.

**Isolation** – When someone keeps you away from friends, family, or other people.

**Sabotage** – When someone purposely ruins your reputation, achievements, or success.

**Belittling** – When someone does and says things to make you feel bad about yourself.

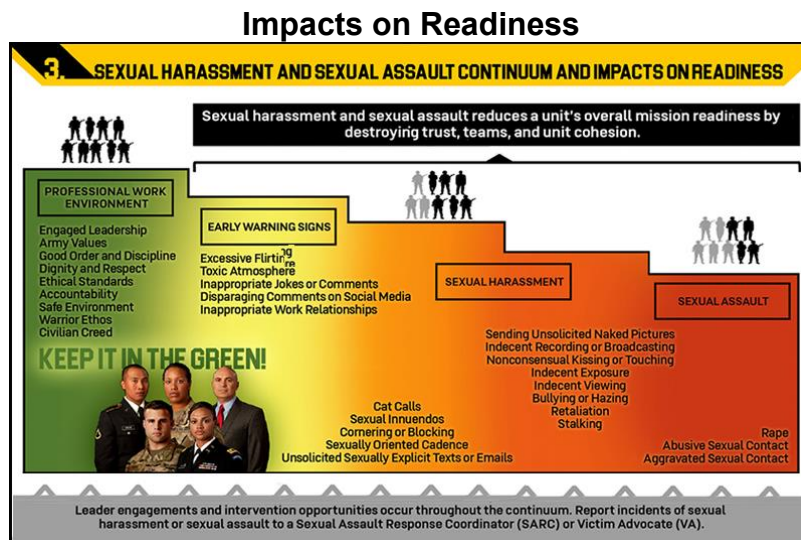
**Guilt** – When someone makes you feel responsible for their actions or makes you feel like it's your job to keep them happy.

**Volatility** – When someone has a strong, unpredictable reaction that makes you feel scared, confused, or intimidated.

**Betrayal** – When someone is disloyal or acts in an intentionally dishonest way.

**Deflecting Responsibility** - When someone repeatedly makes excuses for their unhealthy behavior.

**Ask:** How do healthy or unhealthy relationships affect your performance at work?



**Figure 3-3. Continuum of Readiness**

A professional work environment promotes trust and contributes to unit readiness. Leaders must remain aware of warning signs and take action when necessary.

This illustration demonstrates how SH/SA degrade a unit or organization's readiness.

The stair-stepped, colored boxes show the decline of a unit's readiness from green to red, which is common in all Unit Status Report (USR) briefings.

The silhouetted Soldiers/Civilians depict the available personnel in a unit. The dark silhouettes represent personnel that are ready and capable to execute the mission. The grayed silhouettes depict Soldiers or Civilians that engage in and/or are affected by sexual assault or sexual harassment who may still be present in the unit; however, their readiness, and subsequently the readiness of the unit, is compromised due to several reasons including investigations, medical appointments, support meetings, and the emotional effects of lack of trust, Esprit de Corps, respect, etc. The transition of the silhouettes from black to gray demonstrates how these events degrade the unit's ability to complete its wartime mission.

When observing early warning signs or more serious behaviors along the continuum, leaders must intervene early and often to maintain a professional work environment.

The green background area represents a professional work environment. The *Prevention of Sexual Harassment and Sexual Assault Annex* to the *Army People Strategy* outlines the elements of a healthy environment as a unit climate that is based on mutual trust and respect where leaders serve as the center of gravity for prevention and both leaders and Service Members actively discourage sexist comments, sexual harassment, and sexual assaults. These are the "what right looks like" aspects of a unit. Let's discuss how these tenants make a unit healthy and how they create a positive environment in which an organization can operate to accomplish its mission:

- Engaged Leadership
- Army Values
- Good Order & Discipline
- Dignity & Respect
- Ethical Standards
- Accountability
- Safe Environment
- Warrior Ethos
- Civilian Creed

Once we recognize behaviors as inappropriate, we need to be willing to intervene to correct behavior.

The yellow backgrounded area highlights signs that can show a lack of discipline and professionalism in the unit. Leaders must maintain standards for conduct and ensure Soldiers understand appropriate behavior. At any time, leaders observing early warning signs can intervene and help promote a healthy work environment. These are some possible early warning signs:

- Excessive flirting
- Toxic atmosphere
- Inappropriate jokes/comments
- Disparaging comments on social media

- Inappropriate work relationships

Left unchecked, inappropriate behaviors can escalate and become more egregious. Moving towards the right, we can see how the behaviors in the yellow portion of the image, when left unchecked or without correction, can create an environment where sexual harassment thrives. If these behaviors continue to occur, they can lead to more of the behaviors listed under sexual harassment and sexual assault. The behaviors in the orange area are criminal offenses that CID (or the appropriate Military Criminal Investigative Organization (MCIO) on joint bases) may investigate. As previously stated, leaders can intervene when they recognize sexual harassment issues and move the unit back in the direction of a healthy work environment. Let's discuss the behaviors listed below and how they can be a natural progression from the early warning signs previously mentioned:

- Cat Calls
- Sexual Innuendo
- Cornering/Blocking
- Sexually Oriented Cadence
- Unsolicited Sexually Explicit Text/E-mail

As members of the Army team, individuals' interactions on- and offline reflect on the Army and its values. Soldiers or DA Civilians who participate in or condone misconduct (whether on- or offline) may be subject to criminal, disciplinary, and/or administrative action. Leaders are required to respond to this type of behavior. Contractor employee misconduct will be referred to the employing contractor through applicable contracting channels for appropriate action. Remember these three things when you want to send a message or post something online.

**“THINK”** about what message is being communicated and who could potentially view it.  
**“TYPE”** messages that are consistent with the Army Values.  
**“POST”** if the message demonstrates dignity and respect for self and others.

The orange box contains behaviors that can border between criminal offenses of sexual harassment and sexual assault. CID or law enforcement will determine if it is sexual assault.

- Sending Unsolicited Naked Pictures
- Unsolicited Kissing
- Bullying
- Hazing

The red area on the right side of the graphic is an unhealthy environment in which sexual assault can thrive. The behaviors in this area are criminal offenses that CID (or the appropriate Military Criminal Investigative Organization (MCIO) on joint bases) will investigate. Let's talk about the behaviors listed from top to bottom and how early warning signs and sexual harassment left unchecked or without correction can create an environment where sexual assault could occur. Mission readiness will be degraded due to loss of manpower, productivity, cohesion, and confidence in leadership. Once

this point has been reached, leadership engagement must occur. Leadership engagements can emphasize standards and trust to enforce the commander's intent to refocus the organization. As we progress through the training, pay attention to the definitions for the following illegal acts:

- Rape
- Sexual Assault
- Aggravated Sexual Contact
- Abusive Sexual Contact

The gray box at the bottom represents the notion that leader engagements and intervention opportunities are present throughout the continuum. IT IS IMPORTANT TO NOTE that units are frequently moving throughout the continuum. If a unit finds itself in the yellow to red zone of the continuum, they can reverse the movement by taking swift and appropriate action. If leaders and Soldiers engage and intervene when they recognize a negative behavior, the cycle may be interrupted or broken, and a unit can start moving towards the green box (mission ready unit). It is also important to remember that SARCs and VAs are available to take all reports of sexual harassment and sexual assault.

**Ask:** Where do you see your current or former unit on this continuum graphic?

### **Check on Learning**

1. Prevention of sexual harassment (SH) and sexual assault (SA) in the Army is a \_\_\_\_\_ effort that starts with \_\_\_\_\_.

**Answer: Team; You**

2. What are three indicators of a healthy relationship vs. an unhealthy relationship?

**Answer: Trust, Respect, and Honesty**

3. List some examples of how sexual harassment and sexual assault impact a professional work environment?

**Answer: Loss of manpower, destroys unit cohesion, and distrust within the unit**

## 3-2. Module 2 – BYSTANDER INTERVENTION



**Figure 3-4. Bystander Intervention Process**

### Barriers to Intervention

Intervening in an uncomfortable and/or challenging situation is a difficult task that Soldiers and DA Civilians may encounter. When questioned “would you intervene?”, most people will answer with a resounding “Yes”. However, when asked “how would you intervene?”, many times the answer is not as confident. Every Soldier and Civilian may face barriers from a variety of influences that inhibit them from intervening. Rank can be a difficult barrier to overcome as the Army is clearly rank conscious. It might be very intimidating to intervene when dealing with someone of a higher rank or grade. It takes a high degree of personal courage to address or challenge a senior service member. One technique involves posing a non-confrontational question to the senior service member in order to prompt self-reflection. By asking if the behavior is appropriate, the senior personnel is allowed to acknowledge and identify for themselves the way Army professionals should behave, and if they were living up to Army standards.

Fear of embarrassment or retaliation can also be an obstacle to intervention. Exhibiting the personal courage to step in when a sexual harassment or sexual assault is about to occur demonstrates great character and devotion to the well-being of teammates. In the long run, people will realize that they are an upstanding individual and will ultimately gain respect among their supervisors, peers, and co-workers.

Much along the same lines of rank, personality/communication differences can be a difficult barrier to overcome in the workplace. Living and upholding the Army Values, specifically a sense of duty, should ideally prevail. Correcting a deficiency in a work environment is a more significant than allowing personality/communication differences



to continue to persist.

Simply put, overcoming barriers is a formidable task; however, the benefits of intervening significantly outweigh the consequences of allowing detrimental behaviors to continue. Research shows that bystanders intervene when they can identify something as a problem, they feel responsible, and they know they have the skills to act.

**Ask:** What are some other barriers to intervention?

### **Bystander Intervention Process**

The Bystander Intervention Process is a valuable tool if you have a good understanding of how and when to properly implement it.

The five intervention steps are as follows:

- **Step 1:** Notice the event
- **Step 2:** Interpret the event as a problem
- **Step 3:** Accept personal responsibility for doing something
- **Step 4:** Decide how to intervene
- **Step 5:** Take Action - Bottom-line: Do something to stop the negative behavior or action!

### **Bystander Intervention 3 Ds.**

- Direct
  - Address the perpetrator
  - Remove either party from the situation/hostile environment (potential victim or perpetrator)
  - Have personal courage to intervene
- Distract
  - Anything that distracts perpetrator
  - Change the subject
  - Ask either person to go do something
  - Say: "I think someone is coming"
- Delegate
  - Delegate the intervention to others
  - Have friends, squad/section members, or co-workers take either person out of the situation
  - Send someone for help to intervene (Chain of Command, MPs, etc.)

**Ask:** Why is it important that we have a good working knowledge of the Bystander Intervention Process?

### **Check on Learning**

1. What are the five steps of the Bystander Intervention Process?

**Answer:**

- 1) Notice the event,**
- 2) Interpret the event as a problem,**
- 3) Accept responsibility for doing something,**
- 4) Decide how to intervene (3Ds), and**
- 5) Take action.**

2. List the Bystander Intervention 3Ds:

**Answer: Direct, Distract, and Delegate**

3. What is an example of one of the Bystander Intervention 3Ds?

**Answer: Direct – Confronting the perpetrator; Distract – Change the subject; Delegate – Ask someone else for help such as a friend or another bystander.**

### 3-3. Module 3 – SEXUAL HARASSMENT

**5. SEXUAL HARASSMENT**

**DEFINITION**  
Unwelcomed sexual advances, requests for sexual favors, verbal comments, and physical conduct of a sexual nature where submission to or rejection of them can impact or interfere with someone's job, pay, or career. Guidelines apply 24/7, on or off-installation.

**TWO TYPES**  
**QUID PRO QUO:** Conditions placed on a person's career or terms of employment in return for sexual favors.  
**HOSTILE ENVIRONMENT:** When personnel are subjected to offensive, unwanted, and unsolicited comments or behaviors of a sexual nature.

**THREE CATEGORIES**  
**VERBAL:** Jokes, comments, whistling, or pet names.  
**NONVERBAL:** Staring, displays, messaging, or music.  
**PHYSICAL CONTACT:** Touching, cornering, or kissing.

**REPORTING OPTIONS**  
**ANONYMOUS:** Encourages reporting and keeps anonymity.  
**INFORMAL:** File complaints with a full-time brigade-level SARC.  
**FORMAL:** File complaints with commanders/SARCs (Soldiers) or Equal Employment Opportunity office (Civilians).

**SEXUAL HARASSMENT** is punishable with the full range of administrative, non-judicial, and judicial actions.

Figure 3-5. Sexual Harassment

**Note:** If you have DA Civilians in your training audience, ensure you incorporate Section 4 information into the training discussion.

#### Definition

- “Sexual harassment” means any of the following:
  - (1) Conduct that-
    - (A) involves unwelcome sexual advances, requests for sexual favors, and deliberate or repeated offensive comments or gestures of a sexual nature when—
      - (i) Submission to such conduct is made either explicitly or implicitly as a term or condition of a person’s job, pay, or career;
      - (ii) Submission to, or rejection of, such conduct by a person is used as a basis for career or employment decisions affecting that person; or
      - (iii) 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; and
    - (B) is so severe or pervasive that a reasonable person would perceive, and the victim does perceive, the environment as hostile or offensive.
  - (2) Any use or condonation, by any person in a supervisory or command position, of any form of sexual behavior to control, influence, or affect the career, pay, or job of a member of the Armed Forces or a Civilian employee of the DoD.
  - (3) Any deliberate or repeated unwelcome verbal comment or gesture of a sexual nature by any member of the Armed Forces or Civilian employee of the DoD.
    - There is no requirement for concrete psychological harm to the complainant for

behavior to constitute sexual harassment. Behavior is sufficient to constitute sexual harassment if it is so severe or pervasive that a reasonable person would perceive, and the complainant does perceive, the environment as hostile or offensive.

- Sexual harassment can occur through electronic communications including social media, other forms of communication, and in person.
- The use of disparaging and/or sexualized terms, misogyny, and sexist behavior contribute to a hostile environment and will not be tolerated. Leaders at all levels will protect their teams, Soldiers, DA Civilians, and Family members against sexual harassment and proactively ensure that their environments are free from all forms of sexual harassment. 10 USC 1561 (27 Dec 2021)

### **Sexual Harassment Cases**

In Fiscal Year 2023, the Army saw a reduction in reported cases of sexual harassment, with the number of reports decreasing by 7.6% compared to the previous year. Specifically, the reports dropped from 2,163 in FY22 to 2,004 in FY23. This decline reflects ongoing efforts to address and mitigate sexual harassment through various initiatives and reforms aimed at creating a safer and more respectful environment.

### **Cyber Harassment**

There has been a spike of incidents in cyber harassment among Soldiers and DA Civilians. Such attacks and harassing behavior are not only contrary to the Army Values, but they take a toll on mental health, relationships, productivity and general well-being of Soldiers and DA Civilians. Cyber sexual harassment can be through social media, email, messaging apps and more and may be punishable under UCMJ Article 117a.

#### **1. Common Online Misconduct**

- Cyber Harassment/Bullying- Using Technology to bully, harass, or intimate another person, including
  - Posting Graphic or nude photos of another person
  - Using social media to spread rumors
  - Degrading another person in an online forum
  - Sending threatening or intimidating emails, texts, or private messages
  - Spreading hurtful information while pretending to be another person
- Doxing- Releasing an individual's personally identifiable information (PII) publicly for malicious purposes, such as public humiliation, stalking, identity theft, or targeting for harassment.
- Defamation- Harming someone's reputation in speech with falsehoods is known as slander. Doing the same thing in writing (including social media) is referred to as libel. Beyond accountability in the workplace, posting malicious, defamatory content could violate state or local laws, or come form the basis of a civil suit

against the poster.

## 2. What to do if you are Targeted:

### Protect yourself:

- Do not respond to or forward harassing messages.
- Keep evidence of harassing messages.
- Record the dates, times, and descriptions.
- Save and print screenshots, emails, and text messages.
- Use this evidence to report cyber harassment to web and cell phone service providers and social media sites.
- Block the person who is harassing/bullying you.
- Report cyber harassment to the social media platform so they can take action against users who violate their terms of service.
- Report the following to CID, MP's or local law enforcement immediately:
  - Threats of violence
  - Child pornography or sending sexually explicit messages or photos
  - Taking a photo or video of someone in a place where he or she would expect privacy
  - Stalking
  - Hate crimes

### Know who to tell:

- CID
- Military Police
- Local Law Enforcement
- Chain of Command

## **Types of Sexual Harassment**

- **Quid Pro Quo**
  - Quid pro quo is a Latin term meaning "this for that". It refers to conditions placed on a person's career or terms of employment in return for favors.
  - Quid pro quo is unacceptable for Soldiers and DA Civilians.
  - Examples include demanding sexual favors in exchange for a promotion, award, or favorable assignment. An example would be a Soldier who is not recommended for promotion and who believes that their squad leader recommended another Soldier in the squad for promotion based on provided or promised sexual favors, not upon merit or ability.
- **Hostile Environment**
  - Hostile environments are not beneficial to a professional workplace.
  - A hostile environment, to include the work environment, can occur when Soldiers or DA Civilians are subjected to offensive, unwanted and unsolicited comments, behavior, or images (verbal and non- verbal) that are sexual in nature. An abusive or hostile environment need not result in concrete

psychological harm to the victim, but rather be so severe, repetitive, or pervasive that a reasonable person would perceive, and a certain person did perceive, an intimidating, hostile, or offensive working environment. A hostile environment brings the topic of sex or gender into the environment in any one of a number of forms. Conduct considered under the hostile environment definition generally includes nonviolent, gender-biased sexual behaviors (for example, the use of derogatory gender-based terms, comments about body parts, suggestive pictures, requests for sexual favors, repeated requests for dates or a romantic/sexual relationship, sending unsolicited pictures of genitalia, and explicit jokes).

**Ask:** What are some examples of Quid Pro Quo harassment?

### **Categories of Sexual Harassment**

- Verbal - Sexually explicit comments or sounds made aloud by individuals and overheard by others can create a hostile environment.
- Non-Verbal - Sexually suggestive actions or body movements made by individuals can create a hostile environment when observed by others.
- Physical Contact - There is significant overlap between that physical contact which constitutes sexual assault and that physical contact which constitutes sexual harassment.

**Ask:** What are some examples of verbal sexual harassment?

- Examples of verbal sexual harassment may include telling sexual jokes; using sexually explicit profanity, threats, sexually-oriented cadences, or sexual comments; whistling in a sexually suggestive manner; and describing certain attributes of one's physical appearance in a sexual manner. Verbal sexual harassment may also include using terms of endearment such as "honey", "babe", "sweetheart", "dear", or "stud" when referring to Soldiers, DA Civilians, or Family members.

**Ask:** What are some examples of non-verbal sexual harassment?

- Examples of nonverbal sexual harassment may include cornering or blocking a passageway; inappropriately or excessively staring at someone; blowing kisses; winking; or licking one's lips in a suggestive manner. Nonverbal sexual harassment also includes offensive printed or electronic material (for example, displaying sexually-oriented pictures or cartoons) or sending sexually-oriented text messages, faxes, notes, or letters.

**Ask:** What are some examples of sexual harassment with physical contact?

- Examples of physical sexual harassment may include touching, patting, pinching, bumping, grabbing, kissing; or providing unsolicited back or neck rubs. SARC's who receive a report of sexual harassment that involves physical contact

will coordinate with their servicing legal office, without identifying the victim (that is, using non-PII information) concerning the determination as to whether the physical contact is sexual assault. If such a determination is made, the SARC will inform the victim that the unwanted physical contact will be addressed as a sexual assault; inform each victim of the role and availability of a Victim Advocate; inform each victim of their rights and their right to an SVC; explain to the victim their option for restricted and unrestricted reporting; and clearly describe the required response protocol for each type of report. All commanders who receive a complaint of sexual harassment that involves physical contact will coordinate with their servicing legal office concerning the determination as to whether the physical contact is sexual assault and will be reported to CID. Any doubts will be resolved in favor of reporting the physical contact to CID. Unwanted physical touching that does not meet the legal definition of sexual assault, aggravated sexual contact or abusive sexual contact may still be addressed using the sexual harassment complaint process.

## **Army Policy**

### **Army Soldiers**

- Policy applies on/off the installation – 24/7
- Does not require victims of sexual harassment to confront subject/offender
- File formal complaint/report of sexual harassment with the SARC, Commander, or higher
- Family members 18 years and over are eligible to file an complaint/report with a SARC. (Reference: AR 600-20)
- If sufficient information exists to initiate an investigation, commanders: will initiate an investigation and will appoint an investigating officer (IO) from outside the subject's assigned brigade-sized element to conduct a sexual harassment complaint investigation complying with processing timelines established by AR 600–20, chap 7, 24 Jul 20, IAW AD 2022-13, 20 Sept 2022.

## **Types of Complaints**

It is critical that victims receive confidentiality when reporting sexual harassment. Soldiers and Family members aged 18 and older have three options to resolve sexual harassment complaints.

- *Anonymous Complaint* is defined as a report of sexual harassment received by a commanding officer or supervisor regardless of the means of transmission, from an unknown or unidentified source. The individual reporting the information is not required to divulge any PII. Commanders will publicize and enable anonymous reporting options through organizational Hotlines, email, official telephone lines, and anonymous reporting through the SARC and VA.
- *Informal Complaint* are complaints made to a full-time brigade-level SARC. Complainant wants issue resolved; however, does not wish to file a formal complaint. Resolved without the involvement of command with documentation in

the Incident Case Reporting System (ICRS) and a locally-filed memorandum for record (MFR).

- *Formal Complaint* are complaints filed with SARCs (Soldiers) or Equal Employment Opportunity (EEO) Office (Civilians). Formal Complaints are filed in writing using DA Form 7746 and the commander is notified.

### **Office of Special Trial Counsel (OSTC)**

- The Office of Special Trial Counsel is comprised of specially trained military lawyers, legal professionals and support staff responsible for the expert and independent prosecution of 13 serious offenses called “covered offenses.”
- Sexual Harassment will become a covered offense on Jan. 1, 2025, if allegedly committed after that date and a formal complaint is made and substantiated.

### **Potential Consequences/Punishments**

#### Military punishment

- Administrative
  - Mandatory counseling by a member of the chain of command
  - Administrative Separation (chapter)
  - Bar to re-enlistment
  - Adverse performance evaluations and/or specific comments concerning non-support of SHARP on evaluation reports
  - Relief for cause
  - Administrative reduction
  - Admonition or Reprimand
  - Administrative withholding of privileges
  - Rehabilitative transfer to another unit
- UCMJ
  - *Article 92 – Violation of a General Regulation*: maximum punishment of dishonorable discharge (DD), two years confinement, and forfeiture of all pay and allowances.
  - *Article 93 – Cruelty and Maltreatment of Subordinate*: maximum punishment of dishonorable discharge, three years confinement, and forfeiture of all pay and allowances.
  - *Article 117 – Provoking Speeches or Gestures*: maximum punishment of six months confinement and forfeiture of 2/3 of pay for six months.
  - *Article 117a – Wrongful Broadcast or Distribution of Intimate Visual Images*: with maximum punishment of dishonorable discharge, two years confinement, and forfeiture of all pay and allowances.
  - *Article 130 – Stalking*: maximum punishment of dishonorable discharge, three years confinement, and forfeiture of all pay and allowances.
  - *Article 134 – Indecent Language*: maximum punishment of bad conduct discharge, six months confinement, and forfeiture of all pay and allowances.
  - *Article 134 – Sexual Harassment*: (DD), 2 years confinement, and forfeiture of all pay and allowances, Process for involuntary separation



- Involuntary Separation Policy
  - Commanders will initiate involuntary administrative separation proceedings for all Soldiers against whom there is a substantiated complaint of sexual harassment unless the Soldier is otherwise punitively discharged or dismissed from the Army as part of a court-martial sentence. Separation proceedings will be processed through the chain of command to the separation authority for appropriate action. Commanders do have the option to rehabilitate a soldier depending on the outcome of the investigation. IAW Army Directive 2022-13 (Reforms To Counter Sexual Harassment/Sexual Assault in the Army), 20 Sep 22

### **Check on Learning**

1. True or False. Army policy on sexual harassment applies to Soldiers 24/7 on- or off-post.

**Answer: True**

2. What are the two types of sexual harassment?

**Answer: Quid Quo Pro and Hostile Environment**

3. What are the three options to report a sexual harassment?

**Answer: Anonymous Complaint, Formal Complaint and Informal Complaint.**

### **3-4. Module 4 – SEXUAL ASSAULT**

<b>6. SEXUAL ASSAULT</b>	
<b>DEFINITION</b>	Intentional sexual contact characterized by the use of force, threats, intimidation, abuse of authority, or when the victim does not or cannot consent. Guidelines apply 24/7, on or off-installation.
<b>CONSENT:</b>	A freely given agreement to the conduct at issue by a competent person.
»»	An expression or lack of consent through words or conduct means there is no consent.
»»	Lack of verbal or physical resistance or submission resulting from the use of force, threat of force, or placing another person in fear does not constitute consent.
»»	Current or previous dating, social or sexual relationships, or the manner of the person's dress does not constitute consent.
»»	A sleeping, unconscious, or incompetent person cannot consent.
»»	All the surrounding circumstances should be considered in determining whether or not a person gave consent.
<b>SEXUAL ASSAULT</b> is a crime and punishable by both the Uniform Code of Military Justice (UCMJ) and/or civilian law.	

**Figure 3-6. Sexual Assault**

**\*Note:** *If you have DA Civilians in your training audience ensure you incorporate Section 4 information into the training discussion.*

### **Definition**

*Sexual Assault* is defined as intentional sexual contact characterized by use of force, threats, intimidation or abuse of authority, or when the victim does not or cannot consent. The term includes a broad category of sexual offenses of the following specific UCMJ offenses: rape, sexual assault, aggravated sexual contact, abusive sexual contact, or attempts to commit these offenses (DODI 6495.02, Volume 1 and 3, 26 Jul 24, Change 8).

### **Sexual Assault Cases**

The Army saw a decrease in reported sexual assaults from fiscal year 2022 to fiscal year 2023, with incidents dropping by 5.8%. In fiscal year 2023, there were 3,507 reported cases of sexual assault, compared to 3,718 in fiscal year 2022. This reduction reflects ongoing efforts and initiatives aimed at preventing sexual assault, reducing barriers to reporting incidents, and supporting victims within the Army. The decline is a positive indicator of the effectiveness of these measures, although continued vigilance and improvement are necessary to sustain and further this progress.

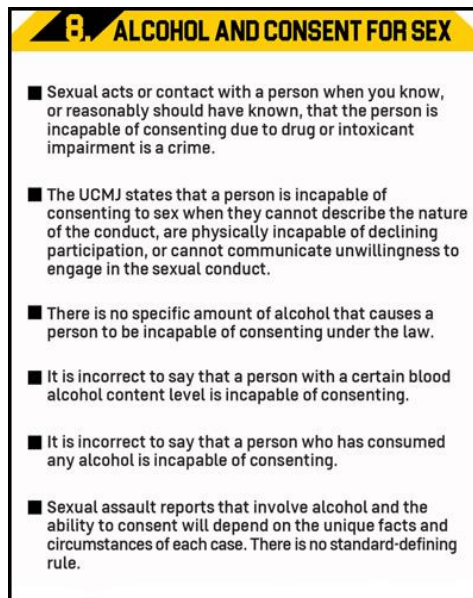
### **Consent Definition**

Under the UCMJ, *consent* is defined as a freely given agreement to the conduct at issue by a competent person.

Lack of consent may be inferred based on the circumstances of the offense. All the surrounding circumstances are to be considered in determining whether a person gave consent, or whether a person did not resist or ceased to resist only because of another person's actions.

Consent may be revoked at any time.

## Alcohol and Consent



**Figure 3-7. Alcohol and Consent for Sex**

Sexual acts or sexual contact with a person when you know, or reasonably should have known, that the person is ***incapable of consenting due to impairment by a drug or intoxicant (alcohol)*** is a crime.

The UCMJ provides that a person is ***incapable of consenting*** when they are incapable of apprising the nature of the conduct or physically incapable of declining participation or communicating unwillingness to engage in the sexual conduct.

There is NO specified amount of alcohol that renders a person ***incapable of consenting*** under the law.

Training should provide the legal standard (incapable of consenting) and should focus on both the ***risks*** of sexual conduct with an intoxicated person and the ***benefits*** of healthy and consensual sexual interactions based on mutual consent.

### Army Policy

- Sexual assault is a criminal offense, unacceptable, and will not be tolerated.
- The Army's sexual assault policy applies without regard to a person's rank, age, or gender.
- In situations where a victim confides in a battle buddy or family member, they are not required to report even if the victim intends to file an Unrestricted Report, or no report at all; however, anyone in the chain of command or NCO support channel are always required to report regardless of the victim's wishes. After talking with the Chain of Command, the victim may elect a restricted reporting

option on the DD Form 2910. However, the commander is still required to notify CID & the Office of Special Trial Counsel. The victim may be approached by CID Investigators, but the victim may decide not to participate in an investigation. CID will inform the victim of their options. On the other hand, if the victim discloses the sexual assault to CID before filing a Sexual Assault Report, the restricted option is no longer available. Any victim can always choose to not participate in an investigation, even if they previously participated. This declination of participation does not, in and of itself, stop the investigation.

- The Army will treat every reported sexual assault seriously by following proper guidelines. The information and circumstances of the report will be disclosed on a need-to-know basis only.
- This policy applies—
  - Both on- and off-post and during duty and non-duty hours.
  - At working, living, and recreational environments (including both on- and off-post housing).

### **Office of Special Trial Counsel (OSTC)**

- The Office of Special Trial Counsel is comprised of specially trained military lawyers, legal professionals and support staff responsible for the expert and independent prosecution of 13 serious offenses called “covered offenses.”
- Covered offenses include murder, manslaughter, kidnapping, domestic violence, stalking, child pornography offenses, and most sexual assault and sexual misconduct offenses. Formal complaints of sexual harassment which are substantiated in accordance with Army regulation will become covered offenses beginning 01 Jan 25
- The OSTC prosecutorial decisions are independent from the military chains of command of the accused and the victim. OSTC works closely with criminal investigators to thoroughly evaluate evidence and carefully consider all the facts before making prosecutorial decisions.
- A vital part of OSTC is civilian Special Victim Liaisons (SVLs) assigned within the OSTC’s 28 field offices. SVLs are responsible for establishing and maintaining open and consistent lines of communication with victims in cases being handled by the OSTC. SVLs also help victims navigate the military justice process and maintain networks of local resources to ensure victim’s needs are met.
- Commanders generally retain authority over any misconduct outside of the 13 covered offenses unless the crimes involve the same accused or are related to the covered offense. Commanders remain responsible for supporting victims of all crimes with the assistance of Sexual Assault Response Coordinators, Victim

Advocates and Family Advocacy Program personnel.

## **Potential Consequences/Punishments**

### **Military**

- *Article 93a – Prohibited Activities with Military Recruit or Trainee by Person in Position of Special Trust:* maximum punishment of dishonorable discharge, five years confinement, and forfeiture of all pay and allowances.
- *Article 117a – Wrongful Broadcast or Distribution of Intimate Visual Images:* with maximum punishment of dishonorable discharge, two years confinement, and forfeiture of all pay and allowances.
- *Article 120 – Rape:* maximum punishment of dishonorable discharge, life in prison without parole, and forfeiture of all pay and allowances.
- *Article 120 – Sexual Assault:* maximum punishment of dishonorable discharge, 30 years confinement, and forfeiture of all pay and allowances.
- *Article 120 – Aggravated Sexual Contact:* maximum punishment of dishonorable discharge, 20 years confinement, and forfeiture of all pay and allowances.
- *Article 120 – Abusive Sexual Contact:* maximum punishment of dishonorable discharge, seven years to life confinement, and forfeiture of all pay and allowances.
- *Article 120C – Other Sexual Misconduct:* maximum punishment of dishonorable discharge, 1 – 20 years confinement, and forfeiture of all pay and allowances.
- *Article 128B- Domestic Violence:* maximum punishment of dishonorable discharge, max of underlying offense plus three years confinement, and forfeiture of all pay and allowances.
- *Article 132 – Retaliation:* maximum punishment of dishonorable discharge, three years to life confinement, and forfeiture of all pay and allowances.

**\*Note:** There is no statute of limitations on sexual assault.

## Reporting Options

RESTRICTED REPORT	UNRESTRICTED REPORT
<b>SERVICES</b>	
<ul style="list-style-type: none"><li>Access to medical, advocacy, legal, and counseling services.</li><li>Receive the Sexual Assault Forensic Examination (SAFE).</li><li>Control the release of personal information.</li><li>Can change to an unrestricted report at any time.</li><li>Special victims' counsel.</li><li>CATCH Program</li></ul>	<ul style="list-style-type: none"><li>Access to medical, advocacy, legal, and counseling services.</li><li>Receive the SAFE.</li><li>Alleged offender may be held accountable.</li><li>Command support.</li><li>Can receive protective order (military protective order [MPO] or civilian protective order [CPO]).</li><li>Special victims' counsel.</li></ul>
<b>LIMITATIONS</b>	
<ul style="list-style-type: none"><li>The alleged offender will not be held accountable.</li><li>Ineligible for expedited transfer or reassignment.</li><li>No command support.</li><li>Cannot receive a protective order.</li><li>Chaplains and Special victims' counsel cannot file a report, but information shared remains confidential.</li></ul>	<ul style="list-style-type: none"><li>More people will know about the sexual assault.</li><li>The investigation may require discussion of personal matters.</li><li><u>Cannot change to a restricted report.</u></li></ul>
<b>EXPANDED RESTRICTED REPORTING OPTION</b>	
Restricted reporting option is always available, unless the victim has directly disclosed the assault to law enforcement or if they had already filed an unrestricted report for the same incident. Soldiers may elect the Restricted reporting option even if they have disclosed to their chain of command.	

Figure 3-8. Restricted and Unrestricted Reporting

For both restricted and unrestricted reporting, it is critical to maintain confidentiality for all victims reporting sexual assault and subjects of sexual assault.

### Restricted Reporting

- Restricted Reporting allows a Soldier or their Family member (dependents 18 years of age or older and who are eligible for treatment in the military healthcare system) (AR 600-20), or a DA Civilian who is a victim of sexual assault to confidentially disclose details of their sexual assault to specifically identified personnel without intentionally initiating the investigative process.
- Restricted Reporting also enables a victim to receive medical treatment, counseling, and advocacy services. These services do not include expedited transfers nor any medical entitlements or legal services that DA Civilians are not already authorized by law or policy. To access this type of report, victims must contact the SARC or VA.
- A victim can consult with a Special Victim's Counsel (SVC) before or after reporting a sexual assault, it is not dependent on them making a report.
- The relationship between an SVC and a victim in the provision of legal advice and assistance will be the relationship between that of an attorney and client.

Victims can also seek assistance from a legal assistance attorney, or anonymously at the DoD Safe Helpline at (877) 995-5247. Victims that receive counseling associated with sexual assault are not required to report those counseling sessions on the *SF-86, Questionnaire for National Security Positions*.

- With regard to Restricted Reports, the Sexual Assault Forensic Examination (SAFE) kit will be retained for at least 10 years to allow for the opportunity to have evidence used in a prosecution.
  
- Current Service members can receive Military Sexual Trauma (MST)-related mental health counseling at Veterans Administration (VA) Centers; no TRICARE referral is needed. Mental health services at VA Centers are confidential with respect to the Department of Defense (DoD). Current Service members can also receive MST-related healthcare at VA Centers, but a TRICARE referral is required in most cases and general TRICARE copayment requirements may apply. Current Service members' records from healthcare services at VA Centers are available to DoD through VA-DoD open healthcare record sharing.
  
- **Advantages of Restricted Reporting**
  - Access to medical, advocacy, legal, and counseling services
  - Receive the Sexual Assault Forensic Examination (SAFE)
  - Control the release of personal information
  - Can change to Unrestricted Report at any time
  - Special Victim's Counsel
  
- **Limitations of Restricted Reporting**
  - The subject will not be held accountable
  - Ineligible for expedited transfer or reassignment
  - Limited command support
  - May not receive a protective order

**\*Note:** DA Civilians who are victims of sexual assault, have the option to file a Restricted Report using the DD Form 2910-8. Please refer to Section 4 for additional information on services for DA Civilians who have been sexually assaulted

### **CATCH Program**

- The Catch a Serial Offender (CATCH) Program allows a victim who has filed a Restricted Report to submit an entry into the CATCH database containing suspect or incident information for the purpose of achieving a "CATCH match" (i.e., identifying individuals suspected of perpetrating multiple sexual assaults). The SARC and/or the VA will inform every victim of the opportunity to participate in the CATCH Program, but not encourage or discourage victims' participation. Participation in the CATCH Program is voluntary and the victim may decline to participate in the process at any stage, even after being contacted that there was

a match in the CATCH server. There will be no adverse consequences if the victim does not want to participate.

- Only Rape, Sexual Assault, Aggravated Sexual Contact, Abusive Sexual Contact, Rape of a Child, Sexual Assault of a Child, and Attempts of these crimes will trigger a CATCH match and only for crimes reported to and investigated by CID. CATCH does not have access to civilian Law Enforcement cases.
- The Catch a Serial Offender (CATCH) Program is designed to help identify serial offenders of sexual assault within the military. This program allows victims to anonymously submit information about their assailants, which can then be cross-referenced with other reports to find potential matches. As of the latest data, there have been 844 Army entries submitted to the CATCH program. Out of these, 35 entries have resulted in a match, leading to a match rate of approximately 4.1%. This program is a crucial tool in the effort to enhance the safety and well-being of service members by identifying and stopping repeat offenders.
- The CATCH entry will remain active for a total 10 years. All SAFE Kits corresponding to Restricted Reports will now be retained for at least 10 years.
- Victims who are eligible to submit an entry into the CATCH Program are;
  - Current Service members, to include those assigned to the Military Service Academies, and their adult military dependents
  - Former Service members and their adult military dependents
  - DA Civilian Employees
- A victim who has filed a Restricted Report can enter the CATCH Program at any time, even if years have elapsed since the assault and the restricted SAFE kit has been destroyed, as long as the report remains Restricted.
- An Unrestricted Report can be submitted in the CATCH system in certain situations. If the identity of the subject is unknown by law enforcement, the victim may elect to participate in the program.
- Victims may file a CATCH entry with the assistance of a SARC/VA by completing a DD Form 2910-4 (CATCH A SERIAL OFFENDER (CATCH) PROGRAM EXPLANATION AND NOTIFICATION FORM FOR SAPR RELATED INQUIRY (SRI) CATCH ENTRIES), without filing a Restricted/Unrestricted report of Sexual Assault.

### **Restricted Reporting Exceptions to Confidentiality**

- Exceptions to Restricted Reports of Sexual Assault that may warrant a break in



confidential communications. In cases where victims elect Restricted Reporting, the prohibition on disclosing covered communications to the following persons or entities, as indicated, will be suspended for the following reasons:

- To command officials, law enforcement, or others when disclosure is authorized by the victim in writing.
  - When disclosure is necessary to prevent or lessen a serious and imminent threat to the health and safety of the victim or another person.
  - To the disability retirement boards and officials when disclosure by a healthcare professional is required for fitness for duty or for disability determinations (limited to only the information necessary to process duty or disability determinations)
  - To the SARC, VA, or healthcare provider when disclosure is required for the supervision and/or coordination of direct victim treatment or services.
  - When disclosure is ordered by a military, federal, or state judge, or other officials or entities as required by federal or state statute or applicable U.S. international agreement.
- Personnel that have a requirement to maintain confidentiality, including the SARC, VA, or Healthcare Personnel can be held accountable under *Article 92, UCMJ, Dereliction of Duty*.

### **Unrestricted Reporting**

- Unrestricted Reporting enables a victim who desires medical treatment, counseling and advocacy services, and an official investigation of the sexual assault by law enforcement, to report the incident to a Sexual Assault Response Coordinator (SARC), Victim Advocate (VA), or to healthcare personnel. A victim can consult with a Special Victim's Counsel (SVC) if they make no report at all; it is not dependent on them making a report. The relationship between an SVC and a victim in the provision of legal advice and assistance, will be that of the relationship between an attorney and client.
- Filing an Unrestricted Report will initiate an investigation. Details of the sexual assault, the victim's care after the sexual assault, and the investigation are limited to personnel with a legitimate need to know. Leaders should proactively discourage rumors and gossip about sexual assault allegations. Gossip and rumors undermine reporting, privacy for both the victim and the accused and can interfere with the due administration of justice.
- DoD Civilians and their adult Family members (dependents) when stationed OCONUS and U.S. Citizen contractor personnel when authorized to accompany Armed Forces in a contingency operation OCONUS are eligible for emergency treatment (including a SAFE and post-exposure prophylaxis) in the military healthcare systems and will be authorized limited SHARP services; specifically,

assistance from a SARC and VA while undergoing emergency treatment.

- The SAFE Kit DD Form 2911 is retained for 50 years in Unrestricted Report cases. All evidence collected during SAFE Kit will be retained for 10 years. DoDI 6495.02 Vol 3, incorporating change 8, 26 JUL 24
- **Advantages of Unrestricted Reporting**
  - Access to medical, advocacy, legal, and counseling services
  - Receive the SAFE
  - Subject may be held accountable
  - Command support
  - Can receive a Military Protective Order (MPO) or Civilian Protective Order (CPO)
  - Special Victims' Counsel (SVC)
  - Case Management at the SARB
  - Once an investigation is initiated, a Victims Witness Liaison (VWL) is able to assist the victim
  - Expedited Transfer Eligibility
- **Limitations of Unrestricted Reporting**
  - More people will know about the sexual assault
  - Investigation may require discussion of personal matters
  - Cannot change to Restricted Report

**\*Note:** DA Civilians who are victims of sexual assault, have the option to file a Unrestricted Report using the DD Form 2910-8. Please refer to Section 4 for additional information on services for DA Civilians who have been sexually assaulted.

### **Military Protective Order (MPO)**

- A Military Protective Order is a tool Commanders can use to protect Soldiers in the case of an Unrestricted Report. A Military Protective Order (MPO) is a short-term order issued by a unit commander against an active-duty Service member under their command. Protective orders can be issued verbally or in writing. MPOs do not require a hearing or due process.
- The MPO is intended to:
  - Safeguard victims;
  - Quell disturbances; and,
  - Maintain good order and discipline.
- In the event of a sexual assault occurring off the installation, civilian law enforcement will be made aware of the MPO but may not be able to take action based solely on the MPO. If the assault occurs off-post, victims desiring protection off-post should seek a Temporary Restraining Order (TRO) or Civilian Protective Order (CPO) IAW local jurisdiction. A civilian protective order requires

due process, including notice to the accused and opportunity to be heard by both parties at a court hearing in front of a judge.

- MPOs are not enforceable by civilian authorities off-post and victims desiring protection off-post should seek a Temporary Restraining Order (TRO) and/or a Civilian Protective Order (CPO). Off-post violations of the MPO should be reported to the issuing commander, the MPs, and CID for investigation.

## **Both Restricted and Unrestricted Report**

- **False Reporting**

False reporting is a topic that frequently arises during SHARP training events; however, this reoccurring concern that there is a plethora of false sexual assault reporting in the military is simply a myth. There is an important distinction between an individual who knowingly makes a false report of sexual assault and a report that, for a variety of reasons, simply lacks sufficient evidence to be proven. False sexual assault reports made within the Army are *extremely* rare. Studies evaluating false reporting demonstrate that the incidence of false reporting is very low. For fiscal year 2021, only 19 (.0044%) of the 4,361 Army sexual assault cases resulted in a 'false report' outcome. In those instances, the individual transitions from a victim to a subject and is charged with providing a false official statement. False reporting, to include a false official statement or a false sworn statement, of any sexual offense is a crime under the UCMJ. Alleged victims that are found to have filed a false report of sexual assault are still entitled to victim advocacy services.

- **Report Disposition**

- DD Form 2910 *Victim Reporting Preference Statement*, will be retained for 50 years from the date the victim signs the DD Form 2910.
- DD Form 2911, *DoD SAFE Report*, will be retained for 50 years
- Restricted and Unrestricted Reports are entered into the Defense Sexual Assault Incident Database (DSAID) where it will be retained for the 50 year period.
- It is recommended that the victim retain sexual assault records for potential use in Veterans Administration (VA) benefits applications.

- **Mandatory Reporters for Sexual Assault**

- Commanders
- Chain of Command (includes military and civilian supervisors, supervisory chain, first sergeants, and senior enlisted advisors)
- Instructors
- Law enforcement, including military security forces (on- and off-duty)

- **LE Exception reporting:**

**NOTE: This section is for Law Enforcement units.**

Law Enforcement (LE) personnel are mandatory reporters. However, with recent update to policy, LE personnel (all 31 series MOS, regardless of rank, position and assigned duties) who are a victim of sexual assault, may now discuss the incident with another LE battle buddy.

This exception allows LE victims to disclose that they are a victim of sexual assault to another LE personnel during **personal** conversations as long as they are not the victim's supervisor or in the victim's chain of command. If a LE victim discloses to a supervisor or a member of the chain of command, that disclosure must be reported to CID, the Office of Special Trial counsel and the servicing SARC. The LE victim may still elect to file a Restricted report.

The LE personnel receiving the disclose, **must** ask the LE victim if they would like the conversation to remain **personal**. Although the LE victim may want the conversation to remain personal, there is no expectation of confidentiality. If the LE friend does disclose the conversation to the Chain of Command, the LE victim still maintains their option of Restricted Reporting.

This policy does NOT cross over other MOSs within the Military Police Units. For example, a non-LE Soldier (Supply clerk, S1 clerk) CANNOT disclose to a LE friend, and that conversation remain personal. In that instance, the LE friend, must report the conversation through the chain of command and the victim will not have the Restricted reporting option. However, since the supply clerk or S1 clerk is not a Mandatory reporter, the LE victim, may disclose to them, and may remain personal.

- **Victims' Rights**

Crime victims' rights are codified in Article 6b, UCMJ and are implemented in the Manual for Courts-Martial (MCM) DODI 1030.02 and AR 27-10. These rights seek to ensure victims are treated with dignity and respect, are kept informed of court-martial developments, and have the opportunity to provide input at certain stages in the court-martial process. Legal personnel are responsible for advising victims of their rights in the UCMJ process and providing legal advice.

Victims of sexual assault or sex-related offenses have additional rights, which include: 1) Right to a Special Victims' Counsel (SVC), if eligible; 2) Victim Jurisdiction preference election; 3) Notification of significant events in the court-martial process; and 4) Notification of command disciplinary action for sex-related offenses not referred to court-martial. Policies pertaining to these rights are also addressed in the Manual for Court-Martial, DODI 1030.02 and AR 27-10. Practitioners should consult these references for additional information on these policies.

In the Army, all victims, especially those of sexual assault and sex-related offenses, will be treated with care and compassion.

See the following references to view the rights of victims of crime.

DoDI 1030.02, DoDI 6400.07, ART 6B UCMJ, AR 27-10 (Ch. 17), and DD Form 2701

- **Victims' Separation from Service Rights**

When a Soldier has been sexually assaulted and is separated from the Army within one year of final disposition of their sexual assault case, it is Army policy (reference *DoD Retaliation Prevention and Response Implementation plan* (JAN 17) and DoDI 6495.02, *Sexual Assault Prevention and Response (SAPR) Program Procedures*, Change 7, 6 September 2022) to conduct a General Officer review of the facts to ensure the separation is not retaliation.

- **Military Rule of Evidence (MRE) 514**

A victim has a privilege to refuse to disclose and to prevent any other person from disclosing a confidential communication made between the victim and a victim advocate, or between the victim and Department of Defense Safe Helpline staff in a case arising under the UCMJ, if such communication was made for the purpose of facilitating advice or assistance to the victim.

Confidential communication also applies to records the SARC and VA maintain pertaining to communications with the victim. These communications with a SARC or VA and their associated records are considered privileged and are not to be released to others, including to commanders or law enforcement personnel. Exceptions to MRE 514 are set forth in the rule and SARC and VA should consult with Judge Advocates if they have any questions (Reference MRE 514, Manual for Courts-Martial (MCM), United States (2019 Edition)).

- **Safe-to-Report**

Collateral misconduct by the victim of a sexual assault is one of the most significant barriers to reporting assault because of the victim's fear of punishment. Some reported sexual assaults involve circumstances where the victim may have engaged in some form of misconduct (e.g., underage drinking or other related alcohol offenses, adultery, fraternization, or other violations of certain regulations or orders).

"Safe-to-report" requires commanders, in the grade of O-6 and above, who possess special court-martial convening authority, to assess collateral misconduct and take into account aggravating and mitigating circumstances in sexual assault cases. Collateral misconduct is any misconduct by the victim that may be in a time, place, or circumstance associated with the sexual assault. This policy applies to all Soldiers, to include cadets at the United States Military Academy, who are victims of sexual assault, regardless of who they report the sexual assault to or whether the investigation and/or prosecution is conducted by the military or civilian authorities. In close coordination with the Office of Special Trial Counsel, commanders may retain discretion to make the final determination of whether the alleged collateral misconduct is minor or non-minor based on their analysis of aggravating and mitigating circumstances. If the alleged collateral misconduct is deemed minor, then the Safe-to-Report policy protections **DO** apply, and the victim shall NOT be

disciplined. Commanders shall consult with the serving Office of the Staff Judge Advocate when making these determinations. Commanders have the discretion to defer action on alleged non-minor collateral misconduct until final disposition of the sexual assault case.


The Safe-to-Report policy does not preclude the commander from taking non-disciplinary administrative action such as referrals to substance abuse screening, or temporarily suspending access to critical positions such as positions in the personnel reliability program (PRP).

Commanders shall refer to the Safe-to-report policy for details on aggravating and mitigating circumstances. DoDI 6495.02 vol 1 Ch 8 Encl 5 para 9.

- **Connect to Care**

“Commanders will ensure that Soldiers, DA Civilians, and Family members who seek assistance with any Army agency requesting SHARP services receive a direct handoff to a SARC or VA. SHARP professionals will provide a personal handoff to other agencies if assistance beyond SHARP is required, such as advocacy and support services through the Family Advocacy Program (FAP) or for behavioral health, medical, or legal assistance. A personal handoff requires a direct communication and introduction to responsible staff at the appropriate on- or off-post agency and follow-up to ensure needs were met.” Army Directive 2022-13 (Reforms To Counter Sexual Harassment/Sexual Assault in the Army), 20 September 2022 (DoD No Wrong Door Policy)

## Expedited Transfer



**9. EXPEDITED TRANSFERS**

- A. Sexual assault victims who file an unrestricted report can request expedited transfer for reassignment using Department of Army (DA) Form 4187, Personnel Action, from their current unit to another unit on the same or different installation.
- B. Sexual assault victims who file an unrestricted report can request expedited transfer for reassignment using Department of Army (DA) Form 4187 Personnel Action, from their current unit to another unit (company, battalion, brigade or division) on the same or different installation.
- C. Sexual assault victims who file an unrestricted report can request expedited transfer for reassignment using Department of Army (DA) Form 4187, Personnel Action, from their current unit to another unit.
  - Unit of same or different installation
  - Company within the same battalion
  - Battalion with the same brigade
  - Brigade within the same division

Commanders (battalion or above) have 5 calendar days to recommend approval or disapproval. If disapproved final disapproval MUST be denied by the first GO within the CoC.

**Figure 3-9. Expedited Transfer**

Soldiers or on behalf of their adult Family members aged 18 or older, can request an Expedited Transfer if they have filed an Unrestricted Report.

Often victims of sexual assault find returning to their work areas a challenge after reporting a sexual assault, particularly when the subject is in the same unit or has regular contact with the victim's unit. Other victims feel isolated being so far away from their support system, so returning to an installation near their families or friends will be the only way they can start the healing process. There are many ways a victim of sexual assault can start the healing process as they journey from victim to survivor and an "expedited transfer", or "reassignment", is one of them.

The intent behind the Expedited Transfer Policy is to address situations where a victim feels safe, but uncomfortable. Safety Issues are not handled through Expedited Transfer Policy. (DoDI 6495.02 Vol. 1, Incorporating Change 8, 26 Jul 24.)

Sexual assault victims who file an Unrestricted Report can request an Expedited Transfer from their current unit to another unit at a different geographical location, a different unit on the installation, another company within the same battalion, another battalion within the same brigade, or to another brigade within the same division.

The request must be submitted in writing using DA Form 4187. The transfer or reassignment may be temporary or permanent. All requests for permanent change of station must be sent to the Commander, U.S. Army Human Resources Command (HRC) for approval or disapproval.

The Army has established procedures for requesting an expedited transfer/reassignment outlined in AR 614-200, *Enlisted Assignments and Utilization Management*, dated 25 Jan 2019, AR 614-100, *Officer Assignment Policies, Details, and Transfers*, dated 3 Dec 2019, and ALARACT 027/2022.

Army policy for Expedited Transfers requires a presumption in favor of transferring or reassigning a sexual assault victim, at their request, following their credible report of sexual assault. Commanders and Civilian leaders shall consider requests for transfer or reassignment in an expedited manner. This policy applies to all Soldiers who report being the victim of a sexual assault. If a commander cannot approve a request at his/her level of command, the victim's request will be forwarded through the chain of command to the appropriate approving authority. Each commander in the chain of command through which the request is submitted will provide his/her written recommendation to the approving authority. Requests for Permanent Change of Station (PCS) transfers must be forwarded to U.S. Army HRC for approval/disapproval.

Request for Expedited Transfers will be approved or disapproved by the Soldier's BN or BDE Commander within five calendar days of the submission of the request. Additionally, if the request is disapproved by the commanding officer, the Soldier will be given the opportunity to request review by the first General Officer in the chain of

command, and that decision will be made within five calendar days of submission of the request for review. HRC will not process a request that has been recommended for a disapproval without a General Officer endorsement.

### **Check on Learning**

1. True or False. A person who is asleep, unconscious, or incompetent (incapable of consenting due to intoxication) cannot consent to sex.

**Answer: True**

2. Sexual Assault is punishable under which laws for Army Soldiers and DA Civilians?

**Answer: Army Soldiers – UCMJ; DA Civilians – Federal/State**

3. A freely given agreement to the conduct at issue by a competent person is what?

**Answer: Consent**

4. What are the two types of sexual assault reporting options for Army Soldiers?

**Answer: Restricted or Unrestricted Reporting**



### 3-5. Module 5 – RETALIATION

<b>10.</b>	<b>RETALIATION</b>
<b>DEFINITION</b>	<b>THIS IS NOT OKAY!</b>
Retaliation includes the following actions against the victim, SHARP Professional and/or witness(s). Categories are:	
■ <b>Reprisal</b> – Wrongfully taking or threatening to take adverse personnel action, or withholding threatening to withhold favorable personnel action against a person who reports or plans to report an offense.	
■ <b>Ostracism</b> – Excluding a person from social acceptance, privilege, or friendship.	
■ <b>Acts of cruelty, oppression, or maltreatment.</b>	

**Figure 3-10. Retaliation**

No Soldier or DA Civilian may retaliate against a victim or any other member of the Armed Forces based on that individual's report of a criminal offense.

A Soldier who wrongfully takes, or threatens to take, an adverse personnel action against any person or who withholds, or threatens to withhold, a favorable personnel action against any person for reporting or planning to report a criminal offense, or making or planning to make a protected communication, is guilty of reprisal.

The term “protected communication” means the following:

1. A lawful communication to a Member of Congress or an Inspector General.
2. A communication to a covered individual or organization in which a member of the Armed Forces complains of, or discloses information that the member reasonably believes constitutes evidence of, any of the following:
  - A violation of law or regulation, including a law or regulation prohibiting sexual harassment or unlawful discrimination.
  - Gross mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety.

(Reference: DODI 6495.02, Vol 3, “Sexual Assault Prevention and Response: Retaliation Response for Adult Sexual Assault Cases”, 26 Jul 24)

Personnel action is defined as any action taken against a member of the Armed Forces that affects, or has the potential to affect, that member's current position or career. Such actions include a promotion; a disciplinary or other corrective action; a transfer or reassignment; a performance evaluation; a decision on pay, benefits, awards, or

training; referral for mental health evaluations; and/or any other significant change in duties or responsibilities inconsistent with the member's grade.

Acts of retaliation, reprisal, ostracism, and maltreatment violate good order and discipline, erode unit cohesion, and deter victims from reporting of sexual harassment and sexual assault.

### **Elements of Retaliation**

Retaliation includes:

- Ostracism - defined as excluding from social acceptance, privilege, or friendship a victim or other member of the Armed Forces because:
  - (a) The individual reported a criminal offense;
  - (b) The individual was believed to have reported a criminal offense; and
  - (c) The ostracism was motivated by the intent to discourage reporting of a criminal offense or otherwise to discourage the due administration of justice.
- Acts of cruelty, oppression, or maltreatment committed against a victim, a reported victim, or another member of the Armed Forces by peers or other persons because the individual reported a criminal offense or was believed to have reported a criminal offense.
- Reprisal - Taking or threatening to take an unfavorable personnel action or withholding or threatening to withhold a favorable personnel action for making, preparing to make, or being perceived as making or preparing to make a protected communication.

Examples of reprisal include:

- Not allowing a Soldier to take to leave because they filed a report.
- Keeping Soldier from attending a promotion board because they filed a sexual harassment report.

### **Army Policy on Retaliation**

- No Soldier may retaliate against a victim, a reported victim or another member of the Armed Forces based on that individual's report of a criminal offense.
- All reports of retaliatory behavior must be investigated, including actions against other individuals (for example, family members) intended to harm or influence a Soldier.
- Reports of retaliation will be investigated by the DoD Inspector General (IG).
- Soldiers may request a review from a general or flag officer if they experience retaliation, reprisal, restriction, ostracism, or maltreatment involving an administrative separation within one year of the final disposition of their sexual assault case (DoDI 6495.02 Vol. 3)
- Sexual assault victims have the right to communicate with a general or flag officer if they believe there were impacts to their military career because they reported a sexual assault (DoDI 6495.02 Vol. 3).

## **Victims' Rights**

All personnel in the victim's chain of command, officer and enlisted, when they become aware of reports of retaliation, reprisal, ostracism, or maltreatment, are required to take appropriate measures to protect the victim.

Victims can seek assistance on how to report retaliation by requesting assistance from:

- Sexual Assault Response Coordinator (SARC)
- Victim Advocate (VA)
- Inspector General (IG)
- A SARC in different installation, which can be facilitated by the DoD Safe Helpline
- Immediate Commander
- A commander outside chain of command

**\*Note:** Article 138, of UCMJ, provides every member of the Armed Forces the right to complain that they were wronged by their commanding officer.

If the retaliation is an act that is criminal in nature and victim filed an unrestricted report, the retaliation should immediately be reported to an MCIO.

## **Check on Learning**

1. What are three actions that constitute retaliation?

**Answer: 1) Adverse/unfavorable personnel action, 2) Ostracism, and 3) Acts of cruelty, oppression, & maltreatment**

2. If you want to report retaliation, who can you report it to?

**Answer: Chain of Command, Inspector General (IG), SARC, or VA**

## **3-6. Additional Resources and References**

### **AR 600-20, Army Command Policy**

This regulation prescribes the policies and responsibilities of command, which include the Army Ready and Resilient Campaign Plan, military, discipline and conduct.

Effective: 24 Jul 20

### **AR 614-100, Assignments, Details, and Transfers Officer Assignment Policies, Details, and Transfers**

This regulation prescribes policies and procedures pertaining to the assignment, reassignment, details, and transfers of officers between commands, units, branches, specialties, and components within the Regular Army, or between external military organizations.

Effective: 3 Dec 19

### **AR 614-200, Assignments, Details and Transfers, Enlisted Assignments and Utilization Management**

This regulation provides guidance on the selection of enlisted Soldiers for assignment, utilization, reclassification, detail, transfer, and training as implemented by DoDI

1315.18 Procedures for Military Personnel Assignments, Incorporating Change 3,

Effective: 24 Jul 19.

### **Bystander Intervention Techniques Training Support Package (TSP)**

This TSP provides standardized means to conduct interactive, unit-level training on Bystander Intervention techniques within the context of Army Values. Designed for delivery in a small group setting, it includes a comprehensive instructor reference guide along with 46 supporting vignettes for Soldiers, leaders, DA Civilians, and ROTC.

### **Department of Defense Instruction – (DoDI) 1020.03 - Harassment Prevention and Response in the Armed Forces**

- Establishes a comprehensive DoD-wide military harassment prevention and response program.
- Updates military harassment prevention and response policies and programs for Service members.
- Updates harassment prevention and response procedures for Service members to submit harassment complaints, including anonymous complaints; procedures and requirements for responding to, processing, resolving, tracking, and reporting harassment complaints; and training and education requirements and standards.
- Supplements the DoD Retaliation Prevention and Response Strategy (RPRS) Implementation Plan for sexual harassment complaints involving retaliation.

Effective: 20 Dec 22.

### **DoDI 5505.18 DoD Instruction – Investigations of Adult Sexual Assault in the Department of Defense**

This policy establishes policy, assigns responsibilities, and provides procedures for the investigation of adult

sexual assault within the DoD.  
Effective Date: 26 Jul 24

**DoDI 6400.09 DoD Instruction – Policy on Integrated Primary Prevention of Self-Directed Harm and Prohibited Abuse or Harm**

This DoD policy establishes and integrates policies and responsibilities to mitigate self-harm and prohibited abusive or harmful acts. It also focuses prevention efforts on research-based programs, policies, and practices.

11 Sep 20

**DoDI 6495.02 Vol. 1, Change 8 DoD Instruction – Adult Sexual Assault Prevention and Response: Program Procedures**

This instruction establishes and implements policy and procedures. It provides guidelines and model programs and delegates authority, assigning responsibilities regarding prevention of and response to adult sexual assault and any associated retaliation in the DoD.

Effective Date: 26 Jul 24

**DoDI 6495.02 Vol. 2 DoD Instruction – Sexual Assault Prevention and Response (SAPR) Program Procedures**

This DoD policy establishes policy and assigns responsibilities and provides guidance and procedures for the SAPR Program.

Effective Date: 09 Apr 21

**DoDI 6495.02 Vol. 3 DoD Instruction – Sexual Assault Prevention and Response: Retaliation Response for Adult Sexual Assault Cases**

The DoD policy establishes policy, assigns responsibilities, and prescribes procedures for the implementation, management, and oversight of the response to retaliation related to adult sexual assault cases that is reported to the Sexual Assault Prevention and Response (SAPR) Program.

Effective Date: 26 Jul 24

**GTA\_19-11-011 SHARP Reference Card**

This pocket-sized resource for leaders, Soldiers, and DA Civilians contains key program elements and information, both Prevention and Response. Included is the bystander intervention process and “3D’s” along with graphic representation of the continuum of sexual harassment and sexual assault behaviors.

**Manual for Courts-Martial United States**

This manual is the official guide to the conduct of courts-martial in the United States Military.

Effective: UCMJ 2024 Edition

## Section IV

### 4-1. Expanded Eligibility in SHARP Program- DA Civilians

#### Sexual Harassment

DA Civilians have two complaint options under Equal Employment Opportunity (EEO), but any DAC can go to a commander and report sexual harassment under 10 USC 1561.

- Pre-Complaint – Process when an individual contacts EEO and exhibits intent to proceed with the complaint process. EEO helps to resolve the complaint.
- Formal Complaint – Process that involves a formal investigation of complaint.

Civilians must contact the EEO office within 45 calendar days of becoming aware of the sexual harassment to initiate the complaint process.

Complainants have the right to pursue administrative remedies through the EEO complaint process.

- DA Civilians have the right to sue
- DA Civilians are protected from retaliation (reprisal) for their EEO activity under federal law

(Reference: AR 690-600)

#### Check on Learning:

**Ask:** With what office should DA Civilians file complaints of sexual harassment?

**Answer:** EEO Office.

#### Sexual Assault

- DA Civilians who are victims of sexual assault have the option to file a Restricted or Unrestricted Report.
- DA Civilians electing to make a report of sexual assault using a DD Form 2910-8 (Reporting Preference Statement for DoD Civilian Employees to Report Adult Sexual Assault within the SAPR Program) are eligible to receive victim advocacy services from SARCs and VAs. These services **do not** include expedited transfers nor any medical entitlements or legal services that DA Civilians are not already authorized by law or policy.
- If a DA Civilian reports experiencing retaliation associated with their Unrestricted Report of sexual assault, the employee should consult with their component's Equal Employment Opportunity Office, Inspector General's Office, or Human Resources office.
- Veterans are provided free confidential counseling and treatment at the Veterans

Affairs Medical Center (VAMC)

- Crime Victims Compensation (SARC and VA can provide contact information)
- SARCs and VAs are always available to:
  - Discuss options
  - Provide POCs for local civilian resources
  - Provide referrals to Employee Assistance Program (EAP) and Equal Employment Opportunity (EEO) offices

Below is a visual depiction of the basic services and support a DA Civilian may be eligible, but not every duty position/status/location could be captured. Please consult with your servicing SARC/VA for specific assistance.

	SARC/ VA Services	DD Form 2910	DD Form 2910-8	Immediate, Emergent Medical Care @ MTF	Chaplain	Special Victim Counsel
<b>CONUS</b>						
Army Civilian	X <sup>1</sup>		X	X	X	X <sup>2</sup>
Army Civilian who is a SM's dependent 18 years old and older	X	X		X	X	X
Army Civilian's dependents 18 years old and older				X	X	X <sup>2</sup>
Contractor				X	X	
<b>OCONUS</b>						
Army Civilian	X <sup>1</sup>		X	X <sup>3</sup>	X	X <sup>2</sup>
Army Civilian who is a SM's dependent 18 years old and older	X	X		X	X	X
Army Civilian's dependents 18 years old and older	X <sup>1</sup>	X <sup>4</sup>		X <sup>3</sup>	X	X <sup>2</sup>
Contractor	X <sup>1</sup>	X <sup>4</sup>		X <sup>3</sup>	X	X <sup>2</sup>

**Figure 4-1. Civilian Reporting Options/Resources**

<sup>1</sup> Limited SARC & VA services

<sup>2</sup> SVC representation only when the Army has jurisdiction over the accused for criminal or adverse admin actions.

<sup>3</sup> Can also include SAFE exam, but not follow on care.

<sup>4</sup> Can only elect unrestricted reporting option

## **4-2. Sexual Harassment/Sexual Assault Possible Consequences**

### **Sexual Harassment**

- Civilian consequences can range from administrative actions to termination.
- Involving a Subordinate Offense – 1 day suspension to removal for first offense, 10-day suspension to removal for second offense, and 30-day suspension to removal for third offense.
- Not involving a Subordinate – Written reprimand to 30-day suspension for first offense, 5-day suspension to removal for second offense, and 10-day suspension to removal for third offense.

(Reference: AR 690-700, Table 1-1)

### **Sexual Assault**

- 18 USC 2241 – Aggravated Sexual Abuse, with a maximum punishment of life in prison.
- 18 USC 2242 – Sexual Abuse, with a maximum punishment of life in prison.
- 18 USC 2243 – Sexual Abuse of a Minor or Ward, with a maximum punishment of 15 years in prison.
- 18 USC 2244 – Abusive Sexual Contact, with a maximum punishment of 2 years to life in prison.
- 18 USC 2245 – Sexual Abuse Resulting in Death, with a maximum punishment of death, life in prison.



## Section V

### 5-1. Vignette 1 – Battalion Motor Pool PCCs/PCIs

**Topic:** Sexual Harassment (Hostile Work Environment/Verbal and Non-Verbal)

**Module:** 3 – Sexual Harassment

**Situation:** Inappropriate NCO behaviors in the Motor Pool

The Platoon (PLT) is conducting their standard Pre-combat checks (PCC)/ Pre-combat inspections (PCI) in preparation for an upcoming Field Training Exercise (FTX). Everyone is present including the Platoon Sergeant (PSG) and Platoon Leader (PL). It is known throughout the company that Staff Sergeant (SSG) Smith likes to bring a blow-up doll to the field. He and his crew like to take pictures with the doll in various positions and stages of undress. “Molly”, as she has been called, even sometimes mans the crew served weapons at night while the team sleeps. Specialist (SPC) Winn is the new loader for the crew and this is his first field problem with this unit. The PSG asks SSG Smith if SPC Winn has been introduced to the “5<sup>th</sup> crew member” at which time SSG Smith produces “Molly” out of a duffel bag and instructs SPC Winn to blow her up. SPC Winn uncomfortably complies. The rest of the platoon stops to watch and make vulgar comments about what they are going to do with “Molly” once the platoon deploys. Afterward, SPC Winn returns to work but feels humiliated by the whole situation. At the end of the day, SPC Winn goes to the Brigade (BDE) SARC to talk about what happened.

#### Discussion Questions:

1. What did you notice was happening in this vignette?
2. What is your reaction to what is happening here?
3. If confronted with a similar situation, what would you do?
4. What Army values have been violated and how could you use the Army values to address/intervene in this situation?
5. How do actions like this affect readiness and team cohesion?
6. What is the responsibility of those who knew of the inappropriate conduct?
7. What could have been done?
8. Why do you think nobody intervened?

**Solution:** In this vignette, the use of the blow-up doll and comments are an example of creating a hostile work environment. This is in violation of AR 600-20, DODI 1020.03, and 10 USC 1561. Possible methods of addressing this behavior would be SPC Winn uses bystander intervention techniques to address the issue, informing someone in the higher chain of command, talking to the unit SARC, or making an anonymous complaint.

## 5-2. Vignette 2 – Helicopter Flight Operations, Army Airfield

**Topic:** Sexual Harassment (Verbal and Non-Verbal/Hostile Work Environment)

**Module:** 3 – Sexual Harassment

**Situation:** Brigade Commander's inappropriate behavior and comments towards a female CW2 pilot

A female Army helicopter pilot, Chief Warrant Officer 2 (CW2) Hardy, who is also a victim advocate, has just finished her check ride. She is preparing to debrief the mission. Around the Flight Operations desk, Lieutenant Colonel (LTC) Green is visiting with the check pilot and CW2 Hardy, when the Combat Aviation Brigade (CAB) Commander, Colonel (COL) Moore, stopped by to say hello. COL Moore says something inappropriate about CW2 Hardy to the other male Soldiers present, which CW2 Hardy isn't able to hear. The Colonel's remarks are followed by laughter and quick glances towards CW2 Hardy. The next thing she is able to hear clearly is LTC Green say to the BDE CDR "be careful, she's a victim advocate". COL Moore takes a slight step back to get a good view of CW2 Hardy, looks her up and down then states with a devious grin and wink, "She's not a victim.... yet".

### Discussion Questions:

1. What did you notice was happening in this vignette?
2. What is your reaction to what is happening here?
3. If confronted with a similar situation, what would you do?
4. What Army values have been violated and how could you use the Army values to address/intervene in this situation?
5. How would you describe the impacts of actions like this on a command climate?
6. What is the responsibility of those who knew of the inappropriate conduct?
7. What could have been done?
8. Why do you think nobody intervened?

**Solution:** This vignette is a clear representation of Sexual Harassment. Leaders (LTC Green) have to be able to address situations that arise even if they involve superiors. Possible methods of addressing this behavior would be LTC Green using the direct

approach, talks to COL Moore about the inappropriate conduct. LTC Green could also notify COL Moore's commander.

### 5-3. Vignette 3 – Barracks and Online Surfing

**Topic:** High-risk Behavior

**Module:** 1 - Prevention

**Situation:** Inappropriate discussions among Soldiers

Specialist (SPC) Jones is passing through his platoon area when he overhears a conversation between SPC Williams and SPC Duffy. They are discussing a woman that they are both conversing with through an online dating site. SPC Duffy states that “Brandy” is looking for a man in uniform and that she is open to having sex with two Soldiers at once. SPC Jones asks if they are sure that she is who she claims to be, and wonders if this could be a set-up. SPC Williams states that she sent them a picture of herself in her bra and panties and that she is hot. They plan to meet Brandy at a local motel on Friday night for sex. SPC Williams shares his concerns regarding Brandy’s statement that she uses oral birth control, as she is allergic to latex, and she requests that her husband watch and video tape them having sex.

#### **Discussion Questions:**

1. What did you notice was happening in this vignette?
2. What is your reaction to what is happening here?
3. If confronted with a similar situation, what would you do?
4. What Army values have been violated and how could you use the Army values to address/intervene in this situation?

**Solution:** This vignette explores the types of high-risk behavior and inappropriate workplace discussions that can take place. SPC Jones can address his peers about the inappropriateness of discussing this in the workplace. He can also address the risks of unprotected sex, the violation of the UCMJ by having sexual relations with a married person, and also express concern about consequences of the husband filming the incident. Having the husband watch and video tape them having sex could be a violation of Article 134 or could be used to embarrass or extort the Soldiers.

## 5-4. Vignette 4 – Company Dayroom

**Topic:** Prevention

**Module:** 1 - Prevention

**Situation:** Toxic Command Climate/Hostile Environment

Staff Sergeant (SSG) Alfred and SSG Jones are squad leaders and are informed by Sergeant First Class (SFC) Woods, the platoon sergeant, that four new junior enlisted female Soldiers will be assigned to the BN. SSG Alfred says “Hey, \$50 says that I will be tapping some of that ass within the first month” and SSG Jones replies, “Not taking that bet until I see what they look like. Girls asking to play right alongside the men might not be my type, if you know what I mean.” SFC Woods immediately makes an ‘on-the-spot’ correction and reminds both SSG Alfred and SSG Jones that the discussion is unacceptable and does not represent the Army Values or the NCO Creed.

### **Discussion Questions:**

1. What did you notice was happening in this vignette?
2. What is your reaction to what is happening here?
3. If confronted with a similar situation, what would you do?
4. What Army values have been violated and how could you use the Army values to address/intervene in this situation?
5. Where do you think this kind of action falls on the continuum of readiness?
6. What is the responsibility of those who knew of the inappropriate conduct?
7. What could have been done?
8. Why do you think nobody intervened?

**Solution:** This vignette demonstrates an example of a proper response on bystander intervention. SFC Woods addresses the behaviors of SSG Alfred and SSG Jones. By using the direct approach, SFC Woods addresses a toxic unit climate issue at the lowest level. The behavior is wrong whether or not women are assigned to the unit, and ultimately will always be unacceptable in the Army.

## 5-5. Vignette 5 – Quid Pro Quo

**Topic:** Quid Pro Quo/Threat

**Module:** 3 – Sexual Harassment

**Situation:** Staff Duty

SPC Humble is working staff duty when SFC Dunn approaches her with a work-related question. When she answers his question, he proceeds to wink and ask her if she would like to pull some “fun duty” in order to get out of staff duty. She replies, “I’m not sure what you mean by that, but I am fine with my present tasks Sergeant.” When SFC Dunn is exiting the area, he slowly looks up and down her body and states, “I will be back later for your real answer. It would be a shame if the 1SG found out that you weren’t doing your job”.

**Discussion Questions:**

1. What did you notice was happening in this vignette?
2. What is your reaction to what is happening here?
3. If confronted with a similar situation, what would you do?
4. What Army values have been violated and how could you use the Army values to address/intervene in this situation?

**Solution:** The vignette demonstrates how a superior could use power and position to coerce a subordinate into doing something they don’t want to do. By threatening SPC Humble’s career progression, SFC Dunn is committing sexual harassment (Quid Pro Quo). SPC Humble can file a complaint with the SARC or the command.

## 5-6. Vignette 6 – A Formal Sexual Harassment Complaint is Initiated

**Topic:** Sexual Harassment and Retaliation

**Module:** 3 – Sexual Harassment and 5 - Retaliation

**Situation:** SPC Coles is being Sexually Harassed

SPC Coles files a formal sexual harassment complaint against several members of her new infantry squad. She files the complaint when she discovers that the male members of the squad have a “hot” list on which she is ranked based on her physical appearance. After filing the complaint, SPC Coles is called a slut, a troublemaker, and a non-team player. Soldiers say things like, “What? You think you’re better than the rest?”; “Why do you think they let females in the Infantry? It was to entertain the men.” Members of the squad tell others in the platoon not to associate with SPC Coles because they can get brought up on charges for just speaking with or looking at her. Someone leaves a note under her barracks room door telling her, “Drop the complaint if you ever want to be part of the team.”

### Discussion Questions:

1. What did you notice was happening in this vignette?
2. What is your reaction to what is happening here?
3. If confronted with a similar situation, what would you do?
4. What Army values have been violated and how could you use the Army values to address/intervene in this situation?
5. What is the responsibility of those who knew of the inappropriate conduct?
6. What could have been done?
7. Why do you think nobody intervened?

**Solution:** The vignette demonstrates ostracism, a form of retaliation. Upon filing a formal sexual harassment complaint, her peers began excluding her from the squad and encourages others to do the same, in order to get her to drop her complaint. Retaliation can be reported to the chain of command, SARC, Victim Advocate, or IG.



## 5-7. Vignette 7 – Combat Outpost (COP) Afghanistan

**Topic:** Hazing/Sexual Assault

**Module:** 4 – Sexual Assault

**Situation:** Platoon Birthday Celebration in the Motor Pool

B Troop, 1<sup>st</sup> platoon has a tradition that their Soldiers receive swats with the top of a vehicle antenna on their birthday. The practice has been around for years with every new Platoon Sergeant and Platoon Leader seemingly more than happy to carry on the tradition. The hits with the antenna were never hard and afterwards the Soldiers celebrated the occasion with cake or a BBQ cookout. About six months ago, the platoon got a new PSG and the birthday tradition took a darker turn. SFC Smith frequently administers the swats himself and in the last instance instructed two Soldiers to hold the “Birthday Boy” and drop his pants to his knees.

### **Discussion Questions:**

1. What did you notice was happening in this vignette?
2. What is your reaction to what is happening here?
3. If confronted with a similar situation, what would you do?
4. What Army values have been violated and how could you use the Army values to address/intervene in this situation?
5. What is the responsibility of those who knew of the inappropriate conduct?
6. What could have been done?
7. Why do you think nobody intervened?

**Solution:** This vignette demonstrates how a unit’s tradition can quickly turn into something illegal and destroy trust and cohesion. Once SFC Smith started escalating the hazing, someone in the platoon should have brought this to the attention of the command, a SARC, CID, or IG.

## 5-8. Vignette 8 – Local Bar Downtown

**Topic:** Sexual Assault

**Module:** 4 – Sexual Assault

**Situation:** New Soldier at a local bar

SGT Wilson is new to the area. After a hard day at work, he takes a taxi downtown to a bar. While SGT Wilson is sitting at the bar, another Soldier sits down beside him and strikes up a conversation. SGT Wilson informs the Soldier that he has to use the restroom. The Soldier asks SGT Wilson what he is drinking as he will order another round while SGT Wilson is gone. SGT Wilson returns from the restroom and they continue drinking. SGT Wilson informs the Soldier that he is beginning to feel dizzy. The Soldier tells SGT Wilson that he will share a taxi with him. SGT Wilson wakes up in a hotel room that he does not recognize and he realizes that he does not have any clothes on. He does not remember how he got there. The last thing he remembers is starting his second drink at the bar. He suspects that he has been sexually assaulted.

### **Discussion Questions:**

1. What did you notice was happening in this vignette?
2. What is your reaction to what is happening here?
3. If confronted with a similar situation, what would you do?
4. What Army values have been violated and how could you use the Army values to address/intervene in this situation?

**Solution:** This vignette demonstrates a drug-facilitated sexual assault. SGT Wilson's options are to talk to CID, a SARC, or a VA, to determine the reporting option that is best for him and what additional services (medical attention, behavioral health, etc.) are available to him.

## 5-9. Vignette 9 – Barracks Picture Taking

**Topic:** Online Misconduct/Sexual Assault

**Module:** 4 - Sexual Assault

**Situation:** Taking and Posting Inappropriate Pictures Online

PFC Ross and PFC Hoffman are two unaccompanied male Soldiers who return to their barracks around 0200 hrs on a Sunday morning after a heavy night of drinking. As they are walking to their room, they notice PV2 Tabor passed out in his bunk from a heavy night of drinking. PFC Ross tells PFC Hoffman to watch what he does to PV2 Tabor. PFC Ross drops his trousers and underwear, then squats above PV2 Tabor's face ensuring that his scrotum ends up in PV2 Tabor's open mouth. PFC Ross asks PFC Hoffman to take pictures so that they can post them online. After taking a dozen or so pictures they go to their room and post them online before they both pass out.

### **Discussion Questions:**

1. What did you notice was happening in this vignette?
2. What is your reaction to what is happening here?
3. If confronted with a similar situation, what would you do?
4. What Army values have been violated and how could you use the Army values to address/intervene in this situation?

**Solution:** This vignette demonstrates online misconduct and sexual assault. PFC Hoffman should have intervened to stop PFC Ross. He could have directly intervened, went to find someone else, or called for assistance, but instead he participated and committed sexual assault, as well. Anyone who becomes aware of this misconduct should notify CID and the commander.

## 5-10. Vignette 10 – Mobile Training Team (MTT) TDY in a Hotel

**Topic:** Prevention/Fraternization

**Module:** 2 – Bystander Intervention and 4 – Sexual Assault

**Situation:** Rape and a prior consensual sexual relationship.

It is common knowledge throughout the entire unit, to include leadership, that a female NCO, SGT Spears, is having an affair with an Instructor, CPT Dudley. Both members are married. They commonly request to go TDY together so they can spend time alone in the hotel. One evening, the entire team is at the hotel bar having a few drinks. SGT Spears is the first to retire to her room. CPT Dudley stays with the guys at the bar for a little while longer. He brags to the guys about their sex life, but he complains that she won't have anal sex with him. He laughs and says, "Until tonight". He then shows a zip lock baggie to the guys that has two capsules in it. He says that he put one in her drink and then leaves to go to her room.

### **Discussion Questions:**

1. What did you notice was happening in this vignette?
2. What is your reaction to what is happening here?
3. If confronted with a similar situation, what would you do?
4. Does the fact that the victim was engaging in a consensual, though inappropriate, work relationships have any effect on consent?
5. How does the unit's tolerance of an inappropriate work relationship affect the workplace?
6. What Army values have been violated and how could you use the Army values to address/intervene in this situation?

**Solution:** This vignette demonstrates fraternization with co-workers. SGT Spears and CPT Dudley are both married, yet involved in a sexual relationship. It also explores the fact that prior sex does not mean that CPT Dudley can drug someone to engage in non-consensual sex. The teammates had the obligation to intervene (direct, delegate, distract) and stop CPT Dudley from committing this sexual assault and drugging. There are potential legal consequences and could be considered an attempted sexual assault. CID needs to be called, as well as medical.

## 5-11. Vignette 11 – Soldiers Drinking in the Barracks

**Topic:** Alcohol and Consent

**Module:** 4 – Sexual Assault

**Situation:** Soldiers drinking in the barracks

SPC Sam and SPC Williams were close friends. They agreed to meet in SPC Williams's barracks room to drink alcohol and watch a movie. A new Soldier from the same company, SPC Gordon, was also invited over watch the movie. While watching the movie, SPC Sam drank five glasses of whiskey from a bottle of Jack Daniels that SPC Williams had purchased for her. SPC Gordon was also drinking and noticed SPC Sam was getting really intoxicated. SPC Gordon and SPC Williams had to check on SPC Sam when she went to vomit in the barracks restroom. Outside the bathroom SPC Williams said to SPC Gordon, "SPC Sam is a hot mess when she drinks, but she is fine as hell and I want to tap that." SPC Gordon did not respond to that statement. SPC Sam stumbled back to the room and fell into SPC Williams lap. SPC Sam gave SPC Williams a big hug and started making out with him saying, "Oh I love you, you are like my best friend." This was the first time the two had ever kissed. SPC Sam then fell on the floor and passed out. SPC Gordon asked SPC Williams to help him get SPC Sam back to her barracks room so she could sleep it off. SPC Williams lied and said, "Yeah she does this all the time, don't worry about it, I will get her back or let her sleep it off here." SPC Gordon then left the room. Once SPC Gordon left, SPC Williams hovered over a motionless, unresponsive SPC Sam, pulled her PT shorts down and sexually assaulted her. SPC Sam was passed out, unresponsive, and motionless throughout the entire sexual assault. The next morning SPC Sam woke up on the floor, felt pain in her vagina, and had no idea what had happened. She asked SPC Williams what happened, and he lied and said, "You were wild last night, you came onto me and rode me like a cowgirl." SPC Sam returns to her room.

### Discussion Questions:

1. What did you notice was happening in this vignette?
2. What is your reaction to what is happening here?
3. If confronted with a similar situation, what would you do?
4. What Army values have been violated and how could you use the Army values to address/intervene in this situation?
5. What is the responsibility of those who knew of the inappropriate conduct?
6. What could have been done?

7. Why do you think nobody intervened?

**Solution:** The vignette demonstrates how alcohol can be weaponized to facilitate a sexual assault. SPC Williams could clearly tell that SPC Sam was intoxicated and unable to consent. SPC Gordon attempted to get SPC Sam back to her room when SPC Williams talked him out of it. SPC Gordon could have tried other means to getting her back to her room safely, such as getting help from others. SPC Sam has several options available to her and the best solution is to get medical attention.

## 5-12. Vignette 12 – Soldiers TDY for Training

**Topic:** Bystander Intervention/Inappropriate Sexual Comments

**Module:** 2 – Bystander Intervention

**Situation:** Soldiers TDY for Training

You and three of your friends from your unit are sent TDY to attend training. It's Friday night and you and your friends are in the lobby of the hotel. A family walks by, recognizes you as Soldiers, and thanks you for your service. Then you notice an attractive woman walking across the lobby. As she walks by and gets in the elevator, SGT Marks begins to make crude gestures and remarks referring to her body and clothes, and states "Man, I would like to tap that." The two guys in the group laugh it off and SGT Marks gives the other two fist bumps and extends his fist to you.

### **Discussion Questions:**

1. What did you notice was happening in this vignette?
2. What is your reaction to what is happening here?
3. If confronted with a similar situation, what would you do?
4. Where does this kind of conduct fall on the continuum of readiness?
5. What Army values have been violated and how could you use the Army values to address/intervene in this situation?
6. What is the responsibility of those who knew of the inappropriate conduct?
7. What could have been done?
8. Why do you think nobody intervened?

**Solution:** This vignette demonstrates verbal sexual harassment. Whether the unnamed woman heard his remarks or not, it was still highly inappropriate. The other people involved should have intervened and told SGT Marks to cut it out. Possible reasons they did not say anything are fear of ostracism.

## 5-13. Vignette 13 – Command Climate

**Topic:** Toxic Atmosphere/Inappropriate Jokes or Comments

**Module:** 1 – Prevention and 3 – Sexual Harassment

**Situation:** Squad Group Text

You are new to the unit and your squad leader joins you to the group text so the squad leader can pass on important information to the squad quickly. Over the weekend, several Soldiers on the group text start adding funny memes from the web site *Army WTF* that everyone enjoys. You can tell this is a tight group and you show your spouse your phone and tell her you are glad to be assigned to this squad. Then, one male Soldier sends a “dumb blonde” meme and another female Soldier replies with a meme about “hogging” – having sex with overweight women – with the tag line “it’s like riding a moped – it’s cool and fun as long as your friends don’t see you.” The squad leader immediately “laughs” at the text. You are very uncomfortable with the way the texts are going and send the squad leader a separate text saying that seems like an inappropriate joke that you would not want your spouse to see. The squad leader replies “fine – I can drop you from the group and just text you individually when I have information to pass on.”

### Discussion Questions:

1. What did you notice was happening in this vignette?
2. What is your reaction to what is happening here?
3. If confronted with a similar situation, what would you do?
4. What Army values have been violated and how could you use the Army values to address/intervene in this situation?
5. Where on the continuum of readiness does this fall?
6. What is the responsibility of those who knew of the inappropriate conduct?
7. What could have been done?
8. Why do you think nobody intervened?

**Solution:** This vignette demonstrates a toxic atmosphere where inappropriate jokes and comments are not just tolerated but encouraged. The squad leader sets the tone for



the climate of the squad and all of the Soldiers should have spoken up or gone to their chain of command for guidance.

## Section VI

### 6-1. Civilian Vignette 1 – I can't work like this

**Topic:** Inappropriate work conversations

**Module:** 2 – Bystander Intervention and 3 – Sexual Harassment

**Situation:** Workplace Discussions

Leslie is a DA Civilian who works in an office cubicle. One day, Phil, the section leader, stopped by Wallace's cubicle, and the conversation turned to a discussion of Leslie's breasts and butt. Phil says he would like to take Leslie to the break room and "show her a few things." Leslie did not hear any of it, but two other co-workers, Karen, and Jimmy, sitting unseen in the adjacent cubicles, heard the comments. Karen noticed that Phil's conversation upset Jimmy.

Later in the day, Jimmy tells Karen that he does not want to work with Phil or Wallace because this is not the first time he's heard them having sexually explicit conversations. Jimmy doesn't want to work with either of them if that's how they are going to talk about women. Jimmy also said he was going to tell Leslie about the remarks he overheard.

Jimmy tells Leslie about Phil and Wallace's conversation. Leslie becomes very angry and decides something needs to be done.

1. What did you notice was happening in this vignette?
2. What is your reaction to what is happening here?
3. If confronted with a similar situation, what would you do?
4. Where does this kind of conduct fall on the continuum of readiness?
5. What Army values have been violated and how could you use the Army values to address/intervene in this situation?
6. What is the responsibility of those who knew of the inappropriate conduct?
7. What could have been done?
8. Why do you think nobody intervened?

**Solution:**

Leslie and Wallace are offended by Phil's inappropriate behavior. They could take it to the Chain of Command, consult with their supervisor, or could file a sexual harassment complaint against Phil with Equal Employment Opportunity (EEO). The EEO has the responsibility to explain the formal complaint process without trying to influence Leslie in anyway. Phil would have to make the decision which course of action to take.

## 6-2. Civilian Vignette 2 – I Just Need an Opportunity

**Topic:** Power and Coercion

**Module:** 3 – Sexual Harassment

**Situation:** Workspace and Inappropriate behavior

SSG James Thomas and SSG Amanda Freeman are assigned to Joint Base Lewis-McChord (JBLM) to the replacement company. Their duties include escorting incoming Soldiers through CIF. The NCOs collect the new Soldiers ID cards to give to the civilian CIF employee, Ms. Dina Trapezoid.

Initially the relationship between SSG Thomas and Dina Trapezoid was always professional; however, over time they became friendlier. One day SSG Thomas was complaining about heavy traffic he encountered in the late Thursday afternoons due to having the afternoon CIF time slot. Dina said, “It wouldn’t have been so bad if I had been stuck in that traffic with you!” Dina’s comment seemed odd, but SSG Thomas brushed it off and went about his business.

The following week, while chatting with Dina, SSG Thomas told Dina that he and his wife had spent the past weekend in Seattle celebrating their wedding anniversary. He said the hotel was expensive, but hotel costs aside, they had a really great weekend. Dina grabbed his hand, squeezed it and said, “If I were there, you wouldn’t have complained about anything!” SSG Thomas pulled his hand away as Dina said, “Let’s plan a little lunch trip and I’ll see if I can move you to the 0900 appointment slot.”

### Discussion Questions:

1. What did you notice was happening in this vignette?
2. What is your reaction to what is happening here?
3. If confronted with a similar situation, what would you do?
4. Where does this kind of conduct fall on the continuum of readiness?
5. What Army values have been violated and how could you use the Army values to address/intervene in this situation?
6. What could have been done?
7. Why do you think nobody intervened?

**Solution:** The vignette demonstrates how a person, Ms. Trapezoid, could use power and position to coerce another person into doing something they don't want to do. By offering SSG Thomas the earlier CIF appointment time in exchange for sex, Ms. Trapezoid is committing sexual harassment (Quid Pro Quo). Additionally, Ms. Trapezoid has steadily escalated her inappropriate behavior towards SSG Thomas and it has evolved into a case of sexual harassment. SSG Thomas can file a complaint with the command or report with the SARC.

### 6-3. Civilian Vignette 3 – I said what...

**Topic:** Consent

**Module:** 4 – Sexual Assault

**Situation:** After work situation

Mr. Herb Rain and Mr. Archie Wind work in the same department. Herb told Archie he recently went through a really terrible divorce from his spouse of 10 years.

Herb was out at a bar one evening and got really drunk. He called Archie to see if he would come pick him up and take him home; he did. Because Herb was heavily intoxicated, Archie walked him up to his apartment. At the door, Herb told Archie he wanted to have sex with him.

Once they entered his apartment, Herb kissed Archie and even guided Archie to his bedroom where they both began undressing. While undressing, Herb laid back and passed out, so Archie finished undressing himself and Herb. Archie decided he would get things going by performing oral sex on Herb in the hopes that Herb would become aroused and wake up.

#### **Discussion Questions:**

1. What did you notice was happening in this vignette?
2. What is your reaction to what is happening here?
3. If confronted with a similar situation, what would you do?
4. Where does this kind of conduct fall on the continuum of readiness?
5. What Army values have been violated and how could you use the Army values to address/intervene in this situation?

**Solution:** The vignette demonstrates how alcohol can become an obstacle in obtaining consent and thus facilitate a sexual assault. Mr. Archie Wind knew that Mr. Herb Rain was extremely intoxicated and had passed out and thus was unable to consent. Even though Herb had told Archie earlier that he wanted to have sex with him he was ***incapable of consenting due to impairment by an intoxicant (alcohol)***. Mr. Rain has several options available to him and the best solution is to see his SARC.

## 6-4. Civilian Vignette 4 – That’s not okay

**Topic:** Consent

**Module:** 4 – Sexual Assault

**Situation:** Going too far

Mr. Marco Done is an employee and owns a fishing boat and regularly talks about his weekend fishing trips. Ms. Li Coin is new to the organization and overhears Marco talking about his fishing trips and told him that she also loves to go fishing. Marco asks Li if she’d like to go fishing next Saturday.

Marco and Li really hit it off the first weekend and agreed to go out again. Marco and Li eventually developed a romantic relationship. One Saturday, they begin making out and had sex. After, they got dressed and went to lunch and talked about what a great day they were having.

The following week, they went out again, and this time when they were kissing, Li said she’s not feeling it and stops Marco’s hands from unbuttoning her shirt, but he continued kissing her and tried again to unbutton her shirt.

### **Discussion Questions:**

1. What did you notice was happening in this vignette?
2. What is your reaction to what is happening here?
3. If confronted with a similar situation, what would you do?
4. Where does this kind of conduct fall on the continuum of readiness?
5. What Army values have been violated and how could you use the Army values to address/intervene in this situation?

**Solution:** The vignette reinforces that the fact that just because a person has previously consented to sex or a relationship that doesn’t mean they have free pass to do whatever they feel, whenever they feel like it. The following sentence, is a part of the UCMJ definition of consent, ***“A current or previous dating or social or sexual relationship by itself or the manner of dress of the person involved with the accused in the conduct at issue does not constitute consent.”***

## 6-5. Civilian Vignette 5 – Who will help me?

**Topic:** Nonconsensual Behavior

**Module:** 2 – Bystander Intervention

**Situation:** Holiday Party

The unit always hosts an annual holiday party. Ms. Sheena Harold attended and brought alcohol pre-mixed in her “water bottle”. Sheena struck up a conversation with Mr. Randy Johnson and several other employees. Sheena told Randy she brought the good stuff and asked if he’d like to take a sip. He took her up on the offer.

After a few more drinks, Randy started slurring his words and it was obvious to others at the table he was intoxicated. Sheena suggested they go outside to get some fresh air but Randy declined and said that he needed to use the bathroom.

Sheena told coworkers she was going to check on Randy. She followed him down the hallway to the bathroom, noticing that he was unable to stand on his own and is hugging the wall. As Randy entered the bathroom, he vomits onto the floor and asks where he is. Sheena put her foot down so he could not close the door. She entered the bathroom with Randy and locked the door behind them. The co-workers can see that Sheena has entered the bathroom with Randy. One co-workers says in an uncomfortable voice, “Ummm.. what is going on? Do you think we should check on them?” Another co-worker replies “None of our business – everyone is an adult here and should be responsible for themselves.”

### Discussion Questions:

1. What did you notice was happening in this vignette?
2. What is your reaction to what is happening here?
3. If confronted with a similar situation, what would you do?
4. Where does this kind of conduct fall on the continuum of readiness?
5. What Army values have been violated and how could you use the Army values to address/intervene in this situation?
6. What is the responsibility of those who knew of the inappropriate conduct?
7. What could have been done?
8. Why do you think nobody intervened?



**Solution:** The vignette has two major issues that need to be addressed, consent and bystander intervention. Randy Johnson is intoxicated and may not be capable of consenting to sexual activity behind the locked the door.

The second issue is that to effectively eliminate sexual harassment and sexual assault from our Army we must all take responsibility to our Army profession and not just be bystanders but must actively intervene when we observe something suspicious like what occurred between Ms. Sheena Harold and Randy Johnson in the locked stall in the bathroom.

## 6-6. Civilian Vignette 6 – These are Some Crazy Rumors

**Topic:** Retaliation (ostracism) and Online Misconduct

**Module:** 5 – Retaliation

**Situation:** Social Media

### **Facebook / Twitter**

SSG Smith reports that her warrant officer, CW4 Balloon sexually assaulted her. Others in the unit do not believe that CW4 Balloon would ever do something like this.

People begin to discuss rumors they have heard about the “facts” of the case – that SSG Smith was drunk at the unit org day and performed oral sex on another Soldier in full view of everyone there. SSG Smith’s supervisor, MSG Tell-all gossips with other people that SSG Smith has a different man in her bed every weekend and enjoys rough sex. Unit members post comments all over social media expressing their support for CW4 Balloon and calling SSG Smith a slut and a liar.

SSG Smith reports to the SARC that Soldiers and civilians are discussing rumors about her case and are posting favorable comments for CW4 Balloon on social media. She reports being retaliated against because she reported a sexual assault.

### **Discussion Questions:**

1. What did you notice was happening in this vignette?
2. What is your reaction to what is happening here?
3. If confronted with a similar situation, what would you do?
4. Where does this kind of conduct fall on the continuum of readiness?
5. What Army values have been violated and how could you use the Army values to address/intervene in this situation?
6. What is the responsibility of those who knew of the inappropriate conduct?
7. What could have been done?
8. Why do you think nobody intervened?

**Solution:** SSG Smith did the right thing and reported to the SARC that she is being retaliated against for reporting a sexual assault. The SARC can discuss the options she has when it comes to retaliation, such as how reports of retaliation are investigated.

## 6-7. Vignette 7 – Civilian Workplace Relationships

**Topic:** Inappropriate Work Relationships/Non-consensual Touching

**Module:** 3 – Sexual Harassment

**Situation:** Office Misconduct

Mr. Ray just started in your office. He and his wife just moved from Virginia. He tells you that he is former Army and this is his first civilian job. You ask how he likes being out of the Army. He says the jury's still out and he laughs. He asks you what you like about working here. You tell him that you too are a recent hire, but from what you can gather the supervisor, Mrs. Reeves, is a real old-school type. She is also ex-military and has very particular ideas about professionalism and dress. He laughs and says "Ahhh, thanks for the heads up. I am still unpacking, better look for the box with my suits."

Two days later you notice that Mrs. Reeves is hanging around Mr. Ray's desk all the time, and she keeps Mr. Ray late on Friday. You ask him why. He shrugs and says, "Who knows why she does anything?" and changes the subject.

A few weeks later you run into Mr. Ray at a gas station at the other side of the post, you are surprised because he had called in sick. He looks both surprised and irritated. You ask what's up, and he tells you it's "nothing, bad day, but thanks for asking."

The next day you are walking down the hall and you overhear him talking to someone else. You hear Mr. Ray say "she is a nightmare; she's squeezed my bicep three times today. I hate it and I want to make a complaint." The other voice says "hey man, you know I get it, hell, I lived it, but she's two months from leaving and no one wants to go through all that BS that comes with charges. She gets investigated, found not responsible, and then remains in her job just to screw with us. Just take one for the team."

### Discussion Questions:

1. What did you notice was happening in this vignette?
2. What is your reaction to what is happening here?
3. If confronted with a similar situation, what would you do?
4. What Army values have been violated and how could you use the Army values to address/intervene in this situation?

**Solution:** This vignette demonstrates inappropriate work relationships and non-consensual touching. The supervisor is sexually harassing her employee. The employees' peers are minimizing the conduct of the supervisor. The fact that the supervisor is squeezing the employees' bicep without consent is sexual harassment. The best option for Mr. Ray is to talk to a SARC about options to report this type of behavior.

## 6-8. Civilian Vignette 8 – DA Civilians Training TDY in Hotel Off-post

**Topic:** Sexual Assault

**Module:** 4 – Sexual Assault

**Situation:** A Co-workers Sexual Assault

You are TDY and after a long day of intense and challenging training with your team everyone agrees to go to the hotel Happy Hour and blow off some steam. It has been a long time since you have been able to go TDY and everyone has been so happy to finally be back together. While having some appetizers one of your co-workers, Ms. Little, sits really close to you and keeps making weird comments to you all evening; things like “You look so great since I last saw you. I wish my spouse had a body like yours.” After you give Ms. Little an intense look of disapproval you change the subject but she keeps “eyeing” you all evening. As you tell everyone good night and head up to your room, Ms. Little asks if she can accompany you. You say “no” but she follows you to the elevator saying your rooms are close to each other and she needs to get a copy of tomorrow’s training schedule from you. When you get to your door, Ms. Little begins to press her body against yours, groping your crotch and your buttocks.

### Discussion Questions:

1. What did you notice was happening in this vignette?
2. What is your reaction to what is happening here?
3. If confronted with a similar situation, what would you do?
4. What Army values have been violated and how could you use the Army values to address/intervene in this situation?
5. What is the responsibility of those who knew of the inappropriate conduct?
6. What could have been done?
7. Why do you think nobody intervened?

**Solution:** This vignette demonstrates abusive sexual contact. Ms. Little made uncomfortable comments. What started out with little comments, quickly turned into something much more severe, despite the looks of disapproval and clear response of “no” to her invitation. Once Ms. Little started to press her body against his and touching him in his crotch, it turned into sexual assault. You should report to the SARC and explore your options.

## 6-9. Civilian Vignette 9 – Business Meeting: Part 1

**Topic:** Sexual Harassment

**Module:** 3 – Sexual Harassment

**Situation:** Workspace and Inappropriate behavior

Cameron and Logan have worked together for 10 years. Over that time, they have developed an excellent working relationship. This has also led to them having lunch together, walking the office halls discussing their projects, and discussing their lives outside of work. One day, while waiting for their group TEAMS meeting, Cameron and Logan begin joking. Their comments are sexual in nature, but both are fine with each other's banter. There is a third person, Alex, who signed in mid-discussion. While Alex knows that Cameron and Logan have a good relationship, the banter between them is inappropriate for the workplace and Alex is uncomfortable.

### Discussion Questions:

1. What can Alex do?
2. What if Alex is subordinate to Cameron and/or Logan?
3. Should Alex wish to file a complaint, what options are available?
4. What is your reaction to what is happening here?
5. If confronted with a similar situation, what would you do?
6. What Army values have been violated and how could you use the Army values to address/intervene in this situation?
7. What is the responsibility of those who knew of the inappropriate conduct?
8. What could have been done?
9. Why do you think nobody intervened?

### Solution:

Alex, who was obviously offended by the conversation, could address the behavior directly with Cameron and Logan or file a sexual harassment complaint with EEO. If Cameron and/or Logan are Alex's supervisor(s), Alex can choose to file a complaint with EEO or go to the next level of supervision in their chain of command.

## 6-10. Civilian Vignette 10 – Business Meeting: Part 2

**Topic:** Sexual Harassment

**Module:** 3 – Sexual Harassment

**Situation:** Workspace and Inappropriate behavior

Alex chooses to say something before other people join the meeting. Alex says, “Hey, I don’t think you’d want anyone else hearing this conversation, please stop.” Cameron and Logan both say, “Come on, lighten up... we’re just killing time waiting for this meeting to start... Don’t SHARP us!” and they carry on with their banter. Alex chooses to go to EEO and make a *Hostile Work Environment Sexual Harassment Complaint*. After filing the complaint, Alex feels a chill when interacting with co-workers. When Alex comes into TEAMS meetings, people say, “Uh, oh...we all gotta watch ourselves now...”. Alex receives an anonymous note advising him to “be a team player, not a snitch”. Alex had been very involved in a project with Cameron and Logan, but since the EEO complaint, they have had meetings that excluded Alex. Alex spoke to their Director after the EEO complaint was initiated; the Director told Alex that EEO has a process and that Alex, Cameron, and Logan must find a way to continue to work together as professionals during that process.

### Discussion Questions:

1. What did you notice was happening in this vignette?
2. What is your reaction to what is happening here?
3. If confronted with a similar situation, what would you do?
4. What is the responsibility of those who knew of the inappropriate conduct?
5. Why do you think nobody intervened?
6. What additional actions could the Director have taken to promote a healthy work environment?

### Solution:

Alex is experiencing retaliation in this situation. The Command has a responsibility to protect complainants against retaliation in response to a filed sexual harassment complaint. Alex could go back to EEO and file a complaint or speak to the Inspector General (IG). The Director could hold a team meeting to discuss retaliation and the expectations of a professional/healthy workplace environment.



## 6-11. Civilian Vignette 11 – Social Media

**Topic:** Bystander Intervention, Sexual Harassment

**Module:** 2, 3 – Bystander Intervention, Sexual Harassment

**Situation:** Social Media

Jesse, a DA Civilian, is a friendly person and is on various social media platforms. Jesse makes posts that are relevant to many diverse interests and many diverse friend groups and posts during off-duty time. One night, Jesse reposts multiple items. One of the reposted items was a sexual ranking list where Jesse placed the name of a newer co-worker. Though Jesse and the co-worker do not follow each other's social media accounts, other co-workers see the post and share it with the new co-worker.

### Discussion Questions:

1. What did you notice was happening in this vignette?
2. What is your reaction to what is happening here?
3. Can Jesse be held responsible for what was posted on personal social media platforms while not at work?
4. If confronted with a similar situation, what would you do?
5. What Army values have been violated and how could you use the Army values to address/intervene in this situation?
6. What is the responsibility of those who knew of the inappropriate conduct?

### Solution:

The Command has a responsibility to ensure good order and discipline. Jesse could be called in and asked to explain the post. Even though Jesse was "off the clock" when the posts were made, Civilians represent the agency, even when they are "off the clock". The social media policy does apply to DA Civilians, as well as Soldiers. Soldiers and DACs are expected to adhere to AR 600-20, Army Command Policy, and the Army's Online Conduct Policy, which together state that harassment, bullying, hazing, stalking, discrimination, retaliation, or any other type of misconduct are contrary to Army Values.

## **6-12. Civilian Vignette 12 – Too Close**

**Topic:** Sexual Harassment

**Module:** 3 – Sexual Harassment

**Situation:** Too Close

Kelly, a DA Civilian, is attending a resident course at Ft. Leavenworth. Kelly is excited to be in Leavenworth and to be working with people from around the world while learning new skills. At the end of the week, all of Kelly's group members agree to go to dinner together at a local restaurant. While they are there, Kelly starts talking with Jordan, a Civilian classmate. Kelly begins leaning into Jordan when speaking and touching Jordan's arm. Jordan is trying to keep some distance from Kelly, but it is challenging in the restaurant where they are sharing a booth and there is a lot of noise.

### **Discussion Questions:**

1. Is there a problem with this situation?
2. What can Jordan do here?

### **Solution:**

Yes, Kelly's use of physical touch could be considered sexual harassment. If Jordan is uncomfortable with Kelly's behavior, Jordan could use the direct approach with Kelly and discuss the need for personal space. Jordan could use the distract approach and ask one of the classmates to step away for a minute and exchange seats when they return. Jordan could also use the delegate approach and have the Class Leader talk to Kelly or Jordan can speak with the instructor(s) about the situation and ask them to speak with Kelly.

## 6-13. Civilian Vignette 13 – Bad Evaluation

**Topic:** Sexual Assault

**Module:** 4 – Sexual Assault

**Situation:** Bad Evaluation

Blake and Landry are both DA Civilian employees. Blake has supervised Landry for 3 years. One day, Landry goes into Blake's office to conduct a midterm evaluation. Blake has arranged two chairs close together in front of the desk. Mid-conversation, Blake begins rubbing Landry's inner thigh. Their previous relationship has been a bit flirty, but Landry is uncomfortable with this escalation. Landry tries to leave the office, but Blake blocks the door. Landry shoves Blake away and storms out of the office trying to mentally process what just happened.

### **Discussion Questions:**

1. What is happening in this situation?
2. What can Landry do?
3. Does the previous relationship matter?

### **Solution:**

Blake's rubbing of Landry's inner thigh could be considered sexual contact. Landry has the option to file an unrestricted or restricted report with a SARC. If Landry elects to file a report, the SARC will fill out a 2910-8 (Victim Reporting Preference Statement) and Landry will select Restricted or Unrestricted. Landry is eligible to receive victim advocacy services from SARCs or Victim Representatives (VRs). Landry is not eligible for an expedited transfer, nor military medical or legal services, unless Landry is otherwise entitled by policy or law. Landry's and Blake's previous relationship has no bearing on the sexual assault.

## 6-14 Civilian Vignette 14 – Corrosive Leadership

**Topic:** Bystander Intervention, Sexual Harassment

**Module:** – 2,3 Bystander Intervention, Sexual Harassment

**Situation:** Corrosive Leadership

You are a DA Civilian and your desk is close to your senior leader's office. You work in small quarters, and you can occasionally hear the Lieutenant Colonel's conversations. Many of the things you overhear are making you uncomfortable.

In the last few days, you have clearly heard the LTC making sexually inappropriate comments about women in the Battalion and derogatory remarks about the LGBTQ+ Soldiers while on the phone or in small meetings. The LTC has never said these things to the larger group, but you are sure you aren't the only one in the office that has overheard what's being said behind closed doors.

### **Discussion Questions:**

1. What should/could/would you do?
2. What environment is the LTC fostering in the office?
3. Is the LTC demonstrating Army Values? Please explain.

### **Solution:**

You, as a DA Civilian, have two complaint options under Equal Employment Opportunity (EEO); Pre-complaint and Formal complaint. You have the right to pursue administrative remedies through the EEO complaint process, to include the right to sue and to be protected from retaliation. Using the 3 D's approach is another option to handle the situation. You can speak directly to the LTC about what you have heard and how it makes you feel uncomfortable, or you can delegate to another member of leadership to voice your concerns. Because you and your co-workers are uncomfortable, the LTC has contributed to/created a hostile work environment. Because of the behavior, the LTC is lacking in all Army Values: LOYALTY (allegiance to other Soldiers), DUTY (obligations of a leader or teammate), RESPECT (treating others with dignity), SELFLESS SERVICE (putting the welfare of subordinates above one's own), HONOR (living out the Values daily), INTEGRITY (doing what's right), or PERSONAL COURAGE (standing up for things that are honorable).

## 6-15. Civilian Vignette 15 – Happy Hour

**Topic:** Prevention, Bystander Intervention

**Module:** – 1, 2 Prevention, Bystander Intervention

**Situation:** Happy Hour

It is happy hour at a local bar. You are part of a group from the office that decides to go to the bar. You notice one of the groups is chatting up a stranger and slamming drinks quickly. You are a little concerned, but you know they were hoping to “hook up”. A bit later, you notice Kit and the stranger heading toward the exit of the club. Kit has had so many drinks that they can no longer walk on their own.

You think to yourself, “If they can’t walk that’s not good, but Kit did plan to ‘hook up’, so...”

### Discussion Questions:

1. Is there something wrong here?
2. Do you feel like you should do something?
3. What would you do?
4. Are there other ways to handle this situation?

### Solution:

Leaving with a stranger puts Kit at risk. Kit has obviously had too many drinks to make a rational decision. Even though the plan was to hook up, you should intervene before allowing them to leave. Every situation is different and how you could handle this particular situation could vary greatly. Using the 3 D’s approach could be an effective intervention strategy. Options could include getting the bartender/bouncers involved, distracting the stranger, or simply being direct and telling the stranger to back off.

What would you do if Kat was going to drive? You’d do whatever it took to get their keys. The same applies here. You have the opportunity to prevent potential catastrophic harm to someone. Whatever you can do to protect Kit, you need to do it.

## 6-16. Civilian Vignette 16 – Mostly Harmless

**Topic:** Bystander Intervention, Sexual Harassment

**Module:** – 2, 3

**Situation:** Mostly Harmless

Today PFC Johnson asks for your advice about something observed. PFC Johnson tells you:

“About six months ago, Robin transferred to my office. One of my buddies had worked with Robin before and told me their sense of humor was a little weird. At first, everything was fine. Robin was friendly, professional, and we were all getting along well; however, a couple of months ago, I noticed Robin seemed to be a real ‘close talker’ while speaking with Soldiers. A couple of times I heard Robin making inappropriate jokes and comments, asking Soldiers stuff like if they were single and saying things like, ‘You’re too sexy to be a Soldier.’ Once I heard Robin ask one of them if they had any cool tattoos hiding under their uniform.”

“I mentioned this to a leader from my unit who said I was being too sensitive, and that Robin was ‘just a dork’ and ‘mostly harmless’. So, I didn’t say anything else. I didn’t want to ruin Robin’s career just because I had been to too many EO/SHARP trainings.”

### **Discussion Questions:**

1. What would you say to PFC Johnson?
2. What is the culture of the office and how do we know that it is an issue?

### **Solution:**

You should tell PFC Johnson that this type of behavior is not appropriate and could affect the climate within the office. If Robin is allowed to continue this behavior, co-workers could become uncomfortable with the conversations and sexual harassment complaints could be filed. Using the 3 D’s (Direct, Delegate, or Distract) could be an effective way to handle this situation without harming anyone’s career. PFC Johnson can also see the SARC or VA.

## 6-17. Civilian Vignette 17 – Birthday Bash

**Topic:** Bystander Intervention, Sexual Harassment

**Module:** 2, 3 Bystander Intervention, Sexual Harassment

**Situation:** Birthday Bash

It's the boss' birthday. The room is decorated, balloons are hung, and the atmosphere is set for celebration. All the branch chiefs and leadership are present. Pat walks up and places a phone on the table with audio on. The music begins to play, but the lyrics are provocative and full of sexual innuendos. The boss blushes and nervously smiles. All the branch chiefs get a kick out of the song and start clapping and laughing. You do not appreciate the music, or the sexual overtones being conveyed.

### **Discussion Questions:**

1. What would you say to Pat?
2. What is the culture of the office and how do we know that it is an issue?

### **Solution:**

Utilize the 3 D's (Direct, Distract, or Delegate) to intervene in the situation. If left unaddressed, it could lead to unprofessional and inappropriate actions and behaviors within the workplace. You could address your concerns with Pat. Directly voicing your concerns of how the boss is acting and what could happen if someone feels offended by the music and files a sexual harassment complaint. This could create/contribute a culture of unprofessional behaviors that could allow sexual discussions in the work place.

## 6-18. Civilian Vignette 18 – Text Savvy

**Topic:** Sexual Harassment

**Module:** – 3

**Situation:** Text Savvy

MSG Rassberry, the section NCOIC, often communicates with the section via group chat. One day, Charlie receives an individual text from the MSG that contains an eggplant emoji and an emoji with an open mouth. Confused by the text, Charlie heads to the MSG's office and asks for clarity. The MSG says, "Oh yeah, I was telling you that I was a vegetarian - that's all I was trying to say."

After leaving, Charlie receives another text from MSG Rassberry. This time it is the finger point, the 'OK' sign, and fireworks emojis. Charlie suspects that MSG Rassberry isn't a vegetarian and that the messages meant something else.

### **Discussion Questions:**

1. What should Charlie do?
2. What if Charlie wants this to be resolved, but without chain of command involvement?

### **Solution:**

Charlie could take the direct approach and re-address the topic with MSG Rassberry, informing the MSG that the texts are making Charlie uncomfortable. Charlie could also file a Pre-Complaint with EEO and ask for help to resolve the complaint.



## Section VII

### USAREC SHARP Vignettes

\*Use the associated video within each vignette to guide discussions.

#### 7-1. USAREC Vignette 1 – Sexting

**Topic:** Sexting

**Module:** 3 – Sexual Harassment

SCENE – Recruiter sitting at his desk. Station Commander approaches to talk to him.  
Station Commander: “Hey, SSG Jones, contact your Future Soldier (FS) and ask if she will be attending Future Soldier training tonight.”

SSG Jones: text to FS, “Hey Davis, are you coming to FS training tonight?”

FS: “No SSG, I have to work this evening”

SSG Jones: “Dang! I was really looking forward to seeing you.”

FS: “I was really looking forward to learning more about the Army”

SSG Jones: “Are you sure you can’t call out and come to training anyway?”

FS: “No, I need this job until I leave.”

**Note:** Ask the students the question.

**Instructor/Facilitator:** Stop, let’s evaluate. Has any of this communication been inappropriate so far?

**Ask:** “Has any of this communication been inappropriate so far? Recruiter asking a FS to call out of work is suspicious and unprofessional”.

**Note:** Continue with scenario:

SSG Jones: “I understand that. I do enjoy seeing you when you are able to come to training.”

FS: “I enjoy going to the training and getting the chance to learn about the Army”

SSG Jones: “I also look forward to seeing what you’re wearing when you show up.”

FS: "I didn't think what I've been wearing was inappropriate..."

SSG Jones: "You weren't, I just like seeing you in those jeans."

FS: "Which jeans?"

SSG Jones: "You know, the ones that are so tight they can't hide how great you look from behind..."

**Instructor/Facilitator:** Is this a case of sexual harassment?

**Note:** Pause the video and ask the students the question.

**Ask:** "Is this a case of sexual harassment?"

**Answer:** After the discussion, the correct is "No".

**Note:** Continue with the video.

**Instructor/Facilitator:** No. Why or why not?

**Note:** Pause the video and ask the students the question.

**Ask:** Why or why not is this situation sexual harassment?

**Answer:** After the discussion, the correct answer is this is not sexual harassment, but sexual misconduct.

**Note:** Continue with the video.

**Instructor/Facilitator:** This is a case of sexual misconduct prohibited activities with a Subject of Recruiting Effort or Future Soldier (SRE or FS) - if an AR 15-6 investigation substantiates this conduct as making sexually inappropriate comments to an SRE, this is a Type I offense, \*IF the Soldier is found guilty at an Article 15 or CM. If there is no Article 15 or CM conviction, then this is a Type II offense. Have you witnessed your fellow Recruiters exhibit this behavior? What have you done about it? (Reference: USAREC Reg 27-4, prohibited and regulated activities, 18 Apr 16).

## 7-2. USAREC Vignette 2 – Don't Touch Me!

**Topic:** Don't Touch Me!

**Module:** 4 – Sexual Assault

**Video:** <https://www.milsuite.mil/video/watch/video/41302>

SCENE - \*Series of several different touching events plays for audience...

Recruiter (SSG Astudillo) Peeks her head into the Station Commander's (SFC Wilmore) office door and asks if she can speak to him for a minute. The following conversation takes place:

SFC Wilmore: "What's going on SSG Astudillo?"

SSG Astudillo: "Every week, going on three months now, during the Monday morning huddle, Staff Sergeant Medina makes a point of sitting right up next to me. It didn't bother me at first, but for the last couple of months when he gets up he brushes up against my butt. He always says, "Excuse me or Pardon me", so at first I thought maybe he was just clumsy or had vision problems. But now it is escalating, last week AND this morning he brushed up against my chest!"

SFC Wilmore: "I can understand why you would find this so upsetting. What would you like to do about it?"

**Note:** Pause the video and ask the students the question.

**Ask:** What offense may be committed here?

**Answer:** After the discussion, the correct answer is Sexual Assault.

**Instructor/Facilitator:** if there is evidence of intent, the conduct could be Abusive Sexual Contact. Is the Station Commander obligated to do anything? Yes, leaders are obligated to report all disclosures of sexual assault to CID and the SARC.

### 7-3. USAREC Vignette 3 – This for That

**Topic:** Quid Pro Quo

**Module:** 3 – Sexual Harassment

**Video:** <https://www.milsuite.mil/video/41432>

SCENE - Recruiter (SFC Smith) is driving Applicant (Melissa Dove) to Military Entrance Processing Station (MEPS). Sergeant First Class Smith does not have a battle buddy so he calls the Station Commander right before he leaves to inform the Station Commander of his departure time. While driving the following conversation take place:  
SFC Smith: “You look nervous, are you okay?”

Dove: “Yeah, I’m REALLY nervous.”

Smith: “Ah, Just tell them all the same things you told me and everything should be fine.”

Dove: “Yes, Sergeant.”

Smith: Explains the MEPS process, he has done this before but reiterating to calm the Applicant’s nerves.

Dove: “Thank you Sergeant, that really makes me feel better. Knowing the way events will flow gives me goals to look for.

Smith: “You’re welcome Dove.”

SCENE - SFC Smith and Applicant Dove arrive at MEPS. SFC Smith calls his SC to give his arrival time. As they two are walking into MEPS:

Smith: “You know Dove, I could probably help you get the MOS you want but you would have to do something for me...”

Dove: “Sergeant Smith, what do you mean? I really want to be an MP! What do I need to do to get you to help me get that MOS?”

Smith: “Well Dove, for starters you will need to give me a hug....”

SCENE - SFC Smith leans in for a hug, which lasts uncomfortably long. Angrily, Dove decides this has gone long enough and she pushes SFC Smith away.

**Note:** Pause the video and ask the students the question.

**Ask:** Is this a case of Recruiter Misconduct?

**Answer:** After the discussion, the correct answer is Yes.

**Instructor/Facilitator:** Yes. UR 27-4, 2-1d. (1) prohibits a Recruiter from attempting to develop a relationship with an SRE and (2) prohibits a Recruiter from promising to return a favor or provide favorable treatment in an attempt to gain sexual favor from the SRE.

1. When did SFC Smith cross the line? When SFC Smith suggested he could help her get the MOS she wants for a price.

2. Can the Applicant report the Recruiter's action? Yes.

3. Should she? Yes, SFC Smith has crossed a line and he will cross it again if he is not stopped.

## 7-4. USAREC Vignette 4 – Hostile Environment

**Topic:** Unwanted Advances/Hostile Environment

**Module:** 3 – Sexual Harassment

**Video:** <https://www.milsuite.mil/video/41310>

SCENE - SGT Snyder arrives to his Recruiting Station for his first day. He is immediately introduced to his new Station Commander, SFC Stark, who takes him around the station to show him the layout and introduce him to all his fellow Recruiters. SFC Stark ends the tour in her office to conduct an informal initial counseling session but does not shut the office door.

SFC Stark: “So, Sergeant Snyder, you have seen the layout of the Station, met all your fellow Recruiters, and been assigned a desk. Tell me a little about yourself and if there is anything you think I need to know before you get started.”

SGT Snyder: “Yes, Sergeant. Right before I went to school my wife and I divorced. She is also in the Army, and has PCSd with my child. Being here in Texas is going to be very difficult since my son is so far away. I am a bit raw emotionally but that won’t stop me from giving 110% while I am here.”

SFC Stark: “Where did your ex-wife get stationed?”

SGT Snyder: “She went to Germany Sergeant.”

SFC Stark: “Oh wow!! That really is going to be difficult!”

SGT Snyder: Nods his head and looks down at his feet feeling emotional.

SFC Stark: “Don’t worry Sergeant Snyder, we are a close station, we take care of our own here.”

SGT Snyder: “Thank you Sergeant.”

SFC Stark: “Is there anything I can do for you?”

SGT Snyder: “No Sergeant, I just miss my wife and kid.”

SCENE - SSG Blank walks down the hall to use the restroom and hears:  
SFC Stark (looking SGT Snyder up and down): “Well SGT Snyder, let me know if you want me to help you forget about your ex-wife. Not only am I good at Recruiting, but I am DAMN good at helping men forget AAALLLL about their problems...”

SCENE - SSG Blank can see SGT Snyder’s eye get wide before he looks back down at

his feet and hears:

Snyder: "I'm good Sergeant, but thank you for the offer."

SCENE or (Narrator) - Later that day, SSG Blank can see that SGT Snyder is still shocked by SFC Stark's words but has not said anything to him. Having been treated in a similar manner when he arrived just two months ago, he decided use his personal cell phone to call his SARC and anonymously report the sexual harassment.

**Note:** Pause the video and ask the students the question.

**Ask:** What type of sexual harassment happened?

**Answer:** After the discussion, the correct answer, hostile environment.

**Instructor/Facilitator:** Hostile environment. What was the category of sexual harassment?

**Answer:** After the discussion, the correct answer is verbal and nonverbal.

**Ask:** Who else could he have anonymously reported the sexual harassment to?

**Answer:** After the discussion, the correct answer is a SARC or VA, anyone in the NCO Support Channel, or any Commander.

**Narrator:** Any SARC or VA, anyone in the NCO Support Channel, or any Commander.

## Annex A

### Approved SHARP Video Resources

Consent

<https://youtu.be/vVtRjR96dPk>

Retaliation

<https://youtu.be/dmhac1u5WcY>

Commander's Tool Kit

<https://youtu.be/MWCt1RTCNyA>

Risking Readiness

<https://youtu.be/JGIV-xNG1E8>

Sexual Assault Reporting 101

<https://youtu.be/ptrD6h3N8HE>

Drugs, Alcohol & Sexual Assault

<https://youtu.be/byZuKGeMgRY>

Bystander Intervention

<https://youtu.be/HiHwHcP9I70>

True Story-Female Leader

<https://youtu.be/LPfjm5nftO4>

SARC/VA Victim Response

<https://youtu.be/bsQucC2Jngg>

True Story-Male Soldier

<https://youtu.be/kLy4fX1SQew>

True Story-Female Soldier

<https://youtu.be/N0dkkGTj2NQ>

What Should You Do? (Civilian)

<https://youtu.be/JalkWZSX1ZQ>

What Should You Do? (Soldier)

<https://youtu.be/4p5VTR4OREs>

Hazing

<https://youtu.be/KWkNLJSYGso>

Online Conduct

<https://youtu.be/zZwbsp4TE-M>

Many Faces of Sexual Assault

<https://youtu.be/ltMphaqDOE8>

Male Sexual Assault

<https://youtu.be/UljPSXNBfMA>

Special Victim Capability

<https://youtu.be/kaCaYpRWvRA>

Continuum of Harm

<https://youtu.be/iPtKCY0IVoo>

Ethics

<https://youtu.be/zOSqQr2hnKQ>

Victim Resources

[https://youtu.be/r\\_EWjnnk6qs](https://youtu.be/r_EWjnnk6qs)

SHARP Unit Refresher Training Part 2

<https://youtu.be/H47J0nZ-BDc>

SHARP Unit Refresher Training Part 1

<https://youtu.be/yz0UiSLnVyg>

Revictimization

<https://youtu.be/G56e767jOI4>

Army S.H.A.R.P. Spoken Word

<https://youtu.be/b7bYc2-nUX4>



**Annex B**  
**Training Support Center (TSC) Locations**

GTA cards can be ordered from the TSC's at no cost to the unit.

<b>Installation</b>	<b>Address</b>	<b>Phone Number</b>
Camp Atterbury, IN	Camp Atterbury TSC, Bldg. 634 Schoolhouse Road, Edinburgh, IN 46124	812-526-1245
Camp Buehring, Kuwait		DSN 318-438-3566
Camp Parks, CA	Training Support Center Camp Parks, Bldg. 300, Adams Ave Dublin, CA 94568-5201	831-386-3088/925- 875-4204
Camp Rilea/JBLM	Western Region Training Support Center Bldg. 1401 West 6th Street JBLM, WA 98433-9500	503-831-4159
Camp Roberts, CA	Training Support Center Bldg. 832, Camp Roberts, CA 93451	805-238-8812/805- 238-8297
Camp Shelby, MS	Training Support Center Bldg. 6890 Warehouse Ave, Camp Shelby, MS 39407 - 5500	601-543-7696/601- 558-2375
Hunter Liggett, CA	Training Support Center Bldg. #335 ITAMS Ft. Hunter Liggett. CA 93928	775-887-7367
Fort Walker, VA	DPTMS-RTSC, Bldg. # 01232 19767 North Range Road Ft. Walker, VA 22427	804-633- 8174/8196/8248/8359
Fort Moore, GA	Training Support Center 5251 Smiley Court , Bldg. 3020 Ft. Moore, GA 31905	706-545- 6162/3313/1224/8992
Fort Bliss, TX	Training Support Center, DPTMS Bldg. 20190 Minue Dr. Fort Bliss, TX 79918	915-741-3924/915- 741-3901

Fort Liberty, NC	Training Support Center Bldg. A-5514 Gruber Road, Ft. Liberty. NC 28310-5000	910-396-9007/DSN 910-643-2607
Fort Buchanan, PR	Training Support Center Bldg. 511 S. Terminal Rd Ft. Buchanan, PR 00934-4206	787-707- 5699/3089/3090/3450
Fort Campbell, KY	Training Support Center 6075 Screaming Eagle Blvd Ft. Campbell, KY 42223-5108	270-798-7576/5420
Fort Carson, CO	Training Support Center 6710 Specker Ave, Bldg. 2010 Ft. Carson, CO 80913-4236	719-526- 2429/2950/0799
Fort Devens, MA	Training Support Center Bldg. 3574, 12 Feinburg St. Devens, MA 01434	978-833-7601/978- 615-6042
Fort Dix, NJ	Army Support Activity Ft. Dix BLDG. 5411 Alabama Ave Dix/JBMDL, NJ 08640	609-562- 2568/6633/4988
Fort Drum, NY	Training Support Center 1070 Lewis Avenue Fort Drum, NY 13602	315-772- 4857/5413/7288/1962
Fort Eustis, VA	TSC Training Support Center Bldg. 3314 Wilson Ave Ft. Eustis, VA 23604	757-878- 4519/6070/4519
Fort Gillem, GA	Training Support Center Bldg. 307-A, 4950 S. 2nd Street Ft. Gillem, GA 30297	
Fort Eisenhower, GA	Training Support Center BLDG. 81101 12 Street Ft. Eisenhower, GA 30905- 5730	706-791- 6220/0377/2634
Fort Harrison, MT	Training Support Center 1956 Majo Street Ft. Harrison, MT 59636	406-324-3698
Fort Cavazos, TX	Training Support Center BLDG. 22041 S. Range Road Ft. Cavazos TX 76544	254-618-7612/254- 533-4419

Fort Huachuca, AZ	Training Support Center 744 N. Carter Street Bldg. 82012 Ft. Huachuca, AZ 85613-6000	520-533-6643
Fort Indiantown Gap, PA	Training Support Center Bldg. 5-239 Rickards Rd. Ft. Indiantown Gap, Annville, PA 17003-5048	707-861-2155/2920
Fort Irwin, CA	Training Support Division Ft. Irwin, CA 92310-5102	760-380-3882
Fort Jackson, SC	Training Support Center 1565 Hall Street Ft. Jackson, SC 29207-5460	803-751-4619
Fort Knox, KY	Training Support Center Bldg. 2359, Blackhorse Regt Ave Ft. Knox, KY 40121-5000	502-624-3684
Fort Gregg-Adams, VA	Training Support Center 453 1st Street, Bldg. 1111 Ft. Gregg-Adams, VA 23801	804-734-2825
Fort Leonard Wood, MO	Training Support Center 12350 FLW 28, Bldg. 12350 Ft. Leonard Wood, MO 65743	573-596-5379
Fort Lewis, WA	Western Region Training Support Center Bldg. 1401 West 6th Street JBLM, WA 98433-9500	253-966-1169
Fort McCoy, WI	Training Support Center Bldg. 495 East K Street Sparta, WI 54656	608-388-2752
Fort Barfoot, VA	Training Support Center Bldg. 3002, West 33 St Ft. Barfoot, Blackstone, VA 23824-5000	434-292-8413
Fort Louisiana, LA	Training Support Center 2834 Louisiana Ave, Bldg. 4416 Fort Louisiana, LA 71459	337-531-0864
Fort Richardson, AK	JBER Training Support Center Bldg. 802, Door #3 Warehouse Loop JBER, Alaska 99505	907-384-7153

Fort Riley, KS	Training Support Center Bldg. 77680 Armistead St Ft. Riley, Kansas 66442-7035	785-239-9305/4735; DSN: 856
Fort Drew, AL	Training Support Center Bldg. 550, Raider Street Ft. Drew, AL 36362-5000	334-255-2620
Fort Sam Houston, TX	Training Support Center 2536 Garden Ave. Bldg. 4110 Fort Sam Houston, TX 78234	210-221-3401
Fort Sill, OK	Training Support Center Bldg. 2327 Hunt Road Ft. Sill, OK 73503	580-442-2178
Fort Stewart, GA	Training Support Center 2193 GA Hwy 144E Bldg. 8088 Ft. Stewart, GA 31314-3903	912-767-7931
Fort Wainwright, AK	Training Support Center 3441 ILE DeFrance Ave Ft. Wainwright, AK 99703	907-353-4420
Gowen Field, ID	Idaho Training Support Center 3749 West Immelman St. Bldg. 539 Boise, ID 83705-8070	208-272-4442
Japan -Sagami Depot	USARJ G3 Training Support Center (TSC) ATTN: APAJ-GC- T-TS DODAAC : WT5F6D Unit 45 APO 96343-5005	DSN: 315-268-4179; COM: 011-81-42- 869-4179
Japan -Torii Station, Okinawa	Commander, 10 <sup>th</sup> RSG ATTN: APAJ-GC-T-TSO Unit 35115, UIC WERGAA APO AP 96376-5115	DSN 315-644-4474
Korea	8th U.S. Army Training Support Activity Korea Aviation Training and Simulation Branch, K-6 Unit 15236, Bldg. 6110, Room 329 APO AP 96271-5236	82-10-9833-8855

Los Alamitos, CA	Joint Forces Training Base-NG, TSC Bldg. 938 4850 Shiloh Way Los Alamitos, CA 90720- 5150	562-795-2064, DSN 972
Redstone Arsenal, AL	Training Support Center Bldg. 3775N Redstone Arsenal, AL 35898-6000	256- 842-2351
Schofield Barracks, HI	Training Support Center Bldg. 1416 925 South Range Road Schofield Barracks, HI 96857-6000	808-787-4188
West Point, NY	Transportation Officer CPR Pemberton Rd, Bldg. 5139, Door #2 Ft. Dix, NJ 08640-5440	845-938-8149
White Sands, NM	BLDG. 1870 Aberdeen Ave White Sands Missile Range, New Mexico 88002	575-678-1522
Yakima, WA	Western Region Training Support Center Bldg. 1401 West 6th Street (Off Hanna Dr) JBLM, WA 98483-9500	253-477-6288

## **SHARP Key Terms and Definitions**

**Anonymous Complaints** - Actions taken regarding anonymous complaints will depend upon the extent of information provided by complainants. If an anonymous complaint contains sufficient information to permit the initiation of an investigation, the investigation will be initiated by the commanding officer or supervisor in accordance with this instruction and any Service-specific guidance. If an anonymous complaint does not contain sufficient information to permit the initiation of an investigation, the information should be documented in a Memorandum for Record (MFR) and maintained on file in accordance with (IAW) disposition instructions and the central point of contact responsible for processing harassment complaints. The MFR should contain the following information, if available:

1. Date and time the information was received;
2. A detailed description of the facts and circumstances included in the complaint;
3. Date and time the complaint was resolved and by whom; and
4. Any other pertinent information. (DoDI 1020.03, paragraph 4.6)

**Confidential Communication** - Oral, written, or electronic communications of personally identifiable information (PII) concerning a sexual assault victim and the sexual assault incident provided by the victim to the SARC, VA, or healthcare personnel in a Restricted Report. This confidential communication includes the victim's SAFE Kit and its information (DoDD 6495.01, Sexual Assault Prevention and Response (SAPR) Program, Incorporating Change 8, 26 Jul 24, Glossary, Definitions).

### **Consent (defined by UCMJ)**

(A) The term "consent" means a freely given agreement to the conduct at issue by a competent person. An expression of lack of consent through words or conduct means there is no consent. Lack of verbal or physical resistance does not constitute consent. Submission resulting from the use of force, threat of force, or placing another person in fear also does not constitute consent. A current or previous dating or social or sexual relationship by itself or the manner of dress of the person involved with the accused in the conduct at issue does not constitute consent.

(B) A sleeping, unconscious, or incompetent person cannot consent. A person cannot consent to force causing or likely to cause death or grievous bodily harm or to being rendered unconscious. A person cannot consent while under threat or in fear or under the circumstances described in subparagraph (B) or (C) of subsection (b) (1).

(C) All the surrounding circumstances are to be considered in determining whether a person gave consent. (Article 120(g) (8), Uniform Code of Military Justice) (DoDD 6495.01, Part II. Definitions)

**Formal Complaint – of sexual harassment** requires use of DA Form 7746 (Sexual Harassment Complaint Form) and complainants must swear to the accuracy of their report. The process contains specific timelines, and commands are required to include specific documentation.

**Gender-responsive care** - Care that acknowledges and is sensitive to gender differences and gender-specific issues. (DoDD 6495.01, Glossary, Definitions)

**Healthcare Personnel** - Persons assisting or otherwise supporting healthcare providers in providing healthcare services (e.g., administrative personnel assigned to a military medical treatment facility, or mental healthcare personnel). Healthcare personnel also includes all healthcare providers. (DoDI 6495.02, Glossary, Definitions)

**Hostile Environment** - A hostile environment occurs when Soldiers or DA Civilians are subjected to offensive, un- wanted and unsolicited comments, or behaviors of a sexual nature. If these behaviors unreasonably interfere with their performance, regardless of whether the harasser and the victim are in the same workplace, then the environment is classified as hostile. A hostile environment brings the topic of sex or gender differences into the workplace in any one of a number of forms. It does not necessarily include the more blatant acts of “quid pro quo;” it normally includes nonviolent, gender-biased sexual behaviors (for example, the use of derogatory gender-biased terms, comments about body parts, suggestive pictures, explicit jokes, and unwanted touching).

**Non-Identifiable Personal Information** - Non-identifiable personal information includes those facts and circumstances surrounding the sexual assault incident or that information about the individual that enables the identity of the individual to remain anonymous. In contrast, personal identifying information is information belonging to the victim and subject of a sexual assault that would disclose or have a tendency to disclose the person’s identity. (DoDD 6495.01, Glossary, Definitions)

**Online Misconduct** - The use of electronic communication to inflict harm. Examples include, but are not limited to: harassment, bullying, hazing, stalking, discrimination, retaliation, or any other types of misconduct that undermine dignity and respect. (AR 600-20)

**Ostracism** - Consists of:

1. With a nexus to military service, wrongfully excluding a military member from social acceptance or membership in or association with a group of which such military member was a part or a reasonable person would conclude wanted to be a part with the intent to do any of the following:
  - a. inflict emotional distress on the military member ("emotional distress" means a highly unpleasant mental reaction, such as anguish, grief, fright, humiliation, or fury);
  - b. discourage reporting of a criminal offense or sexual harassment; or
  - c. otherwise discourage the due administration of justice concerning a criminal offense or sexual harassment; and
2. Because the perpetrator knew or believed that:
  - a. the member reported or was planning to report a criminal offense or sexual harassment;
  - b. the member was a victim or reported victim of a criminal offense or sexual harassment;
  - c. the member was reported by another as being the victim of a criminal offense or sexual harassment;
  - d. the member intervened to prevent or attempt to prevent a criminal offense or sexual harassment from occurring; or
  - e. the member cooperated in an investigation or the member has served or will or may serve as a witness or otherwise cooperate in the future in a criminal, disciplinary, or administrative proceeding or investigation involving a criminal offense or sexual harassment.

**Personal Identifiable Information (PII)** - Includes the person's name, other particularly identifying descriptions (e.g., physical characteristics or identity by position, rank, or organization), or other information about the person or the facts and circumstances involved that could reasonably be understood to identify the person (e.g., a female in a particular squadron or barracks when there is only one female assigned). (DoDD 6495.01, Glossary, Definitions)

**Qualifying Conviction** - A State or Federal conviction, or a finding of guilty in a juvenile adjudication, for a felony crime of sexual assault and any general or special court-martial conviction for a UCMJ offense, which otherwise meets the elements of a crime of sexual assault, even though not classified as a felony or misdemeanor within the UCMJ. In addition, any offense that requires registration as a sex offender is a qualifying conviction. (DoDD 6495.01, Glossary, Definitions)

**Quid Pro Quo** - Is a Latin term meaning, "this for that." This term refers to conditions placed on a person's career, or terms of employment, in return for favors.



**Reprisal** - This term is defined for DoD purposes by DoDD 7050.06 (12 Oct 21 or subsequent editions of that issuance. That issuance defines reprisal as "Taking or threatening to take an unfavorable personnel action, or withholding or threatening to withhold a favorable personnel action, for making, preparing to make, or being perceived as making or preparing to make a protected communication.

**Restricted Reporting** - Restricted Reporting allows a Soldier or their Family member (dependents 18 years of age or older and who are eligible for treatment in the military healthcare system) (AR 600-20), or a DA Civilian who is a victim of sexual assault to confidentially disclose details of their sexual assault to specifically identified personnel without intentionally initiating the investigative process. Restricted Reporting also enables a victim to receive medical treatment, counseling, and advocacy services. These services do not include expedited transfers nor any medical entitlements or legal services that DA Civilians are not already authorized by law or policy. To access this type of report, victims must contact the SARC or VA.

Additional persons entitled to Restricted Reporting are NG and Reserve members. Only a SARC or VA, may receive a Restricted Report, previously referred to as Confidential Reporting. (DoDI 6495.02, Vol 1 Glossary, Definitions)

**Restriction** - This term is defined for DoD purposes by DoDD 7050.06 (April 17, 2015) or subsequent editions of that issuance. That issuance defines restriction as: "Preventing or attempting to prevent a current Service member from making or preparing to make a lawful communication to a member of Congress or an IG."

**Retaliation** - An act that: Involves personnel actions: Wrongfully takes (or threatens to take) an adverse personnel action against any person; or wrongfully withholds (or threatens to withhold) a favorable personnel action with respect to any person for making or preparing to make a protected communication (i.e., reporting a sexual assault). Section 1034 of Title 10, U.S.C.; Article 132 of the UCMJ. Involves certain social interactions (i.e., ostracism): With a connection to Military Service, wrongfully excluding a Service member from social acceptance or membership with the intent to inflict emotional distress, discourage reporting, and discourage the administration of justice. Article 92 of the UCMJ order or regulation, disciplinary action." "Failure to obey Involves cruelty: Occurs when a person subject to the UCMJ is cruel toward, oppresses, or maltreats any person subject to their orders, but not necessarily in their chain of command. Not necessarily physical. Article 93 of the UCMJ - "Cruelty and maltreatment, disciplinary actions." Retaliation for UCMJ purposes is done with the intent to retaliate against any person for: Reporting or planning to report a criminal offense, or with the intent to discourage any person from reporting a criminal offense; Intervening (or attempting to intervene) to prevent the sexual assault; or Cooperating as a witness (or believed to have cooperated) to the sexual assault. The individuals who experience retaliation can file a formal report of retaliation through a DD Form 2910-2 are: Adult sexual assault victims. Family members of adult sexual assault victims. Bystanders who intervene. Witnesses. SARCs and SAPR VAs, on this case. Responder on this sexual

assault case (e.g., MCIO, sexual assault medical forensic examiner, commander, SVC (Air Force, Army, National Guard, and Coast Guard) VLC (Navy and Marine Corps)). Other individuals associated with the incident (e.g., the victim's roommate, friend, or co-worker who could be perceived as supporting the victim). DODI 6495.02, Vol 3

**Sexual Assault Forensic Examination (SAFE) Kit** - The medical and forensic examination of a sexual assault victim under circumstances and controlled procedures to ensure the physical examination process and the collection, handling, analysis, testing, and safekeeping of any bodily specimens and evidence meet the requirements necessary for use as evidence in criminal proceedings. The victim's SAFE Kit is treated as a confidential communication when conducted as part of a Restricted Report. This term and its definition are proposed for inclusion in the next edition of Reference (r). (DoDD 6495.01, Glossary, Definitions)

**Sexual Assault Response Coordinator (SARC)** - The single point of contact at an installation or within a geographic area who oversees sexual assault awareness, prevention, and response training; coordinates medical treatment, including emergency care, for victims of sexual assault; and tracks the services provided to a victim of sexual assault from the initial report through final disposition and resolution. (DoDD 6495.01, Glossary, Definitions)

**Senior Commander** – An officer designated on orders from HQDA as the SC of an installation. Normally, the senior GO at the installation. The SC's mission is the care of Soldiers, Families, and DA Civilians, and to enable unit readiness. While the delegation of senior command authority is direct from HQDA, the SC will routinely resolve the installation issues with IMCOM and, as needed, the associated ACOM, ASCC, or DRU. (AR 600-20, July 2020)

**Sexual Assault** – Intentional sexual contact characterized by use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. The term includes a broad category of sexual offenses consisting of the following specific UCMJ offenses: rape, sexual assault, aggravated sexual contact, abusive sexual contact, or attempts to commit these acts.

**Sexual Contact** -- Touching, or causing another person to touch, either directly or through the clothing, the vulva, penis, scrotum, anus, groin, breast, inner thigh, or buttocks of any person, with an intent to abuse, humiliate, harass, or degrade any person or to arouse or gratify the sexual desire of any person. Touching may be accomplished by any part of the body or an object.

**Sexual Harassment** - Sexual harassment is

a. "Sexual harassment" means any of the following:

(1) Conduct that involves unwelcome sexual advances, requests for sexual favors, and deliberate or repeated offensive comments or gestures of a sexual nature when—

(a) Submission to such conduct is made either explicitly or implicitly as a term or condition of a person's job, pay, or career.

(b) Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person.

(c) 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; and is so severe or pervasive that a reasonable person would perceive, and the victim does perceive, the environment as hostile or offensive.

(2) Any use or condonation, by any person in a supervisory or command position, of any form of sexual behavior to control, influence, or affect the career, pay, or job of a member of the Armed Forces or a Civilian employee of the DoD.

(3) Any deliberate or repeated unwelcome verbal comment or gesture of a sexual nature by any member of the Armed Forces or Civilian employee of the DoD.

b. There is no requirement for concrete psychological harm to the complainant for behavior to constitute sexual harassment. Behavior is sufficient to constitute sexual harassment if it is so severe or pervasive that a reasonable person would perceive, and the complainant does perceive, the environment as hostile or offensive.

c. Sexual harassment can occur through electronic communications including social media, other forms of communication, and in person.

d. The use of disparaging and/or sexualized terms, misogyny, and sexist behavior contribute to a hostile environment and will not be tolerated. Leaders at all levels will protect their teams, Soldiers, DA Civilians, and Family members against sexual harassment and proactively ensure that their environments are free from all forms of sexual harassment.

(AR 600-20)

**Unrestricted Reporting** – A process that an individual covered by SHARP policy uses to disclose, without requesting Restricted Reporting, that they are the victim of a sexual assault. Under these circumstances, the victim's report provided to healthcare personnel, the SARC, a VA, command authorities, or other persons is reported to law enforcement and may be used to initiate the official investigative process.

**Victim** - A person who asserts direct physical, emotional, or financial harm because of the commission of a sexual assault or an act of sexual harassment.

## Acronyms

1SG	First Sergeant
3Ds	Direct, Delegate, and Distract
AD	Army Directive
ART	Annual Refresher Training
ASCC	Army Service Component Commands
ATN	Army Training Network
BDE	Brigade
BN	Battalion
BN CDR	Battalion Commander
BRAVE	Bystander Resource Assessment Virtual Exercise
CAC	Combined Arms Center
CID	Criminal Investigation Command (U.S. Army)
CIF	Central Issue Facility
CO	Company
COA	Course of Action
COC	Chain of Command
COL	Colonel
COP	Combat Outpost
CPO	Civilian Protective Order
CPT	Captain
CTT	Command Team Trainer
CW2	Chief Warrant Officer Two
CW4	Chief Warrant Officer Four
DA	Department of the Army
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
DSAID	Defense Sexual Assault Incident Database
DSN	Defense Switched Network
DTMS	Digital Training Management System
EAP	Employee Assistance Program
ELITE	Emergent Leader Immersive Training Environment
EEO	Equal Employment Opportunity
EPMD	Enlisted Personnel Management Directorate
ET	Expedited Transfer
FAP	Family Advocacy Program
FTX	Field Training Exercise
GO	General Officer
GTA	Graphic Training Aid
HRC	Human Resources Command
IG	Inspector General
IS-STX	Intervention Skills Situational Training Exercise
JBLM	Joint Base Lewis-McChord
LDE&T	Leader Development, Education, and Training

LTC	Lieutenant Colonel
MCIO	Military Criminal Investigative Organization
MCM	Manual for Courts-Martial
MEO	Military Equal Opportunity
MEPS	Military Entrance Processing Station
MP	Military Police
MPO	Military Protective Order
MRE	Military Rule of Evidence
MSG	Master Sergeant
MTF	Medical Treatment Facility
MTT	Mobile Training Team
NCIC	National Crime Information Center
OCIE	Organizational Clothing and Individual Equipment
OCONUS	Outside the Continental U.S.
OPMD	Officer Personnel Management Directorate
OPORD	Operation Order
OSTC	Office of Special Trial Counsel
PCC/PCI	Pre-Combat Checks / Pre-Combat Inspections
PCS	Permanent Change of Station
PFC	Private First Class
PLT	Platoon
PMO	Provost Marshall Office
PT	Physical Training
PSG	Platoon Sergeant
PV2	Private Second Class
QR	Quick Response
ROE	Rules of Engagement
ROTC	Reserve Officer Training Corps
SAFE	Sexual Assault Forensic Examination
SARB	Sexual Assault Review Board
SARC	Sexual Assault Response Coordinator
SC	Senior Commander
SFC	Sergeant First Class
SHARP	Sexual Harassment/Assault Response & Prevention
SH/SA	Sexual Harassment/ Sexual Assault
SGT	Sergeant
SJA	Staff Judge Advocate
SPC	Specialist
SSG	Staff Sergeant
SVC	Special Victims' Counsel
TDY	Temporary Duty travel
TRO	Temporary Restraining Order
TSC	Training Support Center
TSP	Training Support Package
UCMJ	Uniform Code of Military Justice
UIC	Unit Identification Code

USR	Unit Status Report
VA	Veterans Administration
VA	Victim Advocate
VAMC	Veterans Affairs Medical Center
VR	Victim Representative

# GTA 19-11-001

## 5. SEXUAL HARASSMENT

**DEFINITION**  
Unwelcome sexual advances, requests for sexual favors, verbal comments, and physical conduct of a sexual nature whose submission to or rejection of them can impact or interfere with someone's job, pay, or career. Guidelines apply 24/7, on or off-installation.

**TWO TYPES**  
**QUID PRO QUO:** Conditions placed on a person's career or terms of employment in return for sexual favors.  
**HOSTILE ENVIRONMENT:** When personnel are subjected to offensive, unwanted, and unolicited comments or behaviors of a sexual nature.

**THREE CATEGORIES**  
**VERBAL:** Jokes, comments, whistling, or pet names.  
**NONVERBAL:** Staring, displays, messaging, or music.  
**PHYSICAL CONTACT:** Touching, cornering, or kissing.

**COMPLAINT OPTIONS**  
**ANONYMOUS:** Encourages reporting and keeps anonymity.  
**INFORMAL:** File complaints with a full-time brigade-level SARC.  
**FORMAL:** File complaints with commanders/SARCs (Soldiers) or Equal Employment Opportunity Office (Civilians).

**SEXUAL HARASSMENT** is punishable with the full range of administrative, non-judicial, and judicial actions.

## 6. SEXUAL ASSAULT

**DEFINITION**  
Intentional sexual contact characterized by the use of force, threats, intimidation, abuse of authority, or where the victim does not or cannot consent. Guidelines apply 24/7, on or off-installation.

**CONSENT:** A freely given agreement to the conduct at issue by a competent person.

- An expression or lack of consent through words or conduct means there is no consent.
- Lack of verbal or physical resistance or submission resulting from the use of force, threat of force, or placing another person in fear does not constitute consent.
- Current or previous dating, social or sexual relationships, or the manner of the person's dress does not constitute consent.
- A sleeping, unconscious, or incompetent person cannot consent.
- All the surrounding circumstances should be considered in determining whether or not a person gave consent.

**SEXUAL ASSAULT** is a crime and punishable by both the Uniform Code of Military Justice (UCMJ) and/or civilian law.

RESTRICTED REPORT	UNRESTRICTED REPORT
<p><b>DEFINITION</b> The alleged offender will not be held accountable. Ineligible for expedited transfer or reassignment. No command support. Cannot receive a protective order. Chaplains and Special Victims' Counsel cannot file a report, but information shared remains confidential.</p>	<p><b>DEFINITION</b> More people will know about the sexual assault. The investigation may require discussion of personal matters. Cannot change to a restricted report.</p>
<p><b>EXPANDED RESTRICTED REPORTING OPTION</b> Restricted reporting option is always available, unless the victim has directly disclosed the assault to law enforcement or if they had already filed an unrestricted report for the same incident. Soldiers may elect the Restricted reporting option even if they have disclosed to their chain of command.</p>	<p><b>SERVICES</b></p> <ul style="list-style-type: none"> <li>Access to medical, advocacy, legal, and counseling services.</li> <li>Receive the SARC.</li> <li>Alleged offender may be held accountable.</li> <li>Command support.</li> <li>Can receive protective order (military protective order (MPO) or civilian protective order (CPO)).</li> <li>Special victim's counsel.</li> <li>CATCH Program.</li> </ul>
<p><b>LIMITATIONS</b></p>	<p><b>SERVICES</b></p> <ul style="list-style-type: none"> <li>Access to medical, advocacy, legal, and counseling services.</li> <li>Receive the SARC.</li> <li>Alleged offender may be held accountable.</li> <li>Command support.</li> <li>Can receive protective order (military protective order (MPO) or civilian protective order (CPO)).</li> <li>Special victim's counsel.</li> <li>CATCH Program.</li> </ul>

## 8. ALCOHOL AND CONSENT FOR SEX

- Sexual acts or contact with a person when you know, or reasonably should have known, that the person is incapable of consenting due to drug or intoxicant impairment is a crime.
- The UCMJ states that a person is incapable of consenting to sex when they cannot describe the nature of the conduct, are physically incapable of declining participation, or cannot communicate unwillingness to engage in the sexual conduct.
- There is no specific amount of alcohol that causes a person to be incapable of consenting under the law.
- It is incorrect to say that a person with a certain blood alcohol content level is incapable of consenting.
- It is incorrect to say that a person who has consumed any alcohol is incapable of consenting.
- Sexual assault reports that involve alcohol and the ability to consent will depend on the unique facts and circumstances of each case. There is no standard-defining rule.

## 9. EXPEDITED TRANSFERS

A. Sexual assault victims who file an unrestricted report can request expedited transfer for reassignment using Department of Army (DA) Form 4187, Personnel Action, from their current unit to another unit on the same or different installation.

B. Sexual assault victims who file an unrestricted report can request expedited transfer for reassignment using Department of Army (DA) Form 4187, Personnel Action, from their current unit to another unit (company, battalion, brigade or division) on the same or different installation.

C. Sexual assault victims who file an unrestricted report can request expedited transfer for reassignment using Department of Army (DA) Form 4187, Personnel Action, from their current unit to another unit:

- Unit of same or different installation.
- Battalion within the same brigade.
- Company within the same battalion.
- Brigade within the same Division.

Commanders (battalion or above) have 5 Calendar days to recommend approval or disapproval. If disapproved final disapproval MUST be denied by the first GD within the COC.

## 10. RETALIATION

**THIS IS NOT OKAY!**

**DEFINITION**  
Retaliation includes the following actions against the victim, SHARP Professional and/or witnesses(s). Categories are:

- Reprimand - Wrongfully taking or threatening to take adverse personnel action, or withholding or threatening to withhold favorable personnel action against a person who reports or plans to report an offense.
- Exclusion - Excluding a person from social acceptance, privilege, or friendship.
- Acts of enmity, oppression, or mistreatment.

## SHARP LINKS

**SHARP LEARNING PORTAL**  
[www.sharplearningportal.army.mil](http://www.sharplearningportal.army.mil)

**ARMY SEXUAL HARASSMENT/ASSAULT RESPONSE & PREVENTION (SHARP)**  
[www.armysilence.army.mil/sharp](http://www.armysilence.army.mil/sharp)

**DEPARTMENT OF DEFENSE (DOD) SAFE HELPLINE**  
[www.dodsafe.org](http://www.dodsafe.org)

**DOD SEXUAL ASSAULT PREVENTION AND RESPONSE**  
[www.saprr.mil](http://www.saprr.mil)

**ARMY CRIMINAL INVESTIGATION COMMAND**  
[www.aci.army.mil](http://www.aci.army.mil)

**NATIONAL GUARD BUREAU**  
[www.nationalguard.mil/Leadership/Joint-Staff/1-USAPR](http://www.nationalguard.mil/Leadership/Joint-Staff/1-USAPR)

**HELPING AN EMPLOYEE RECOVER FROM AN ASSAULT**  
[www.opm.gov/policy-data-oversight/well-being/reference-materials/traumatic-events.pdf](http://www.opm.gov/policy-data-oversight/well-being/reference-materials/traumatic-events.pdf)

**DEPARTMENT OF VETERANS AFFAIRS**  
[www.va.gov/health-care/health-research-conditions/military-sexual-trauma](http://www.va.gov/health-care/health-research-conditions/military-sexual-trauma)

**REFERENCE:**  
AR 600-20, Army Command Policy, 20 July 2020  
atSc  
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## PREVENTION

**A TEAM EFFORT THAT STARTS WITH YOU!**  
Everyone plays an important role in prevention at every level within our units, organizations, and communities.

**POST/COMMUNITY**  
SAFETY AND SECURITY SUPPORT AND SERVICES  
ORGANIZATIONAL PARTNERSHIPS

**UNIT/ORGANIZATION**  
POSITIVE COHESIVE STRONG COMMAND CLIMATE  
SPONSOR INVOLVEMENT THIS IS MY SQUAD  
BATTLE BUDDY ENFORCE ARMY VALUES  
MUTUAL SUPPORT WITH DIGNITY AND RESPECT

**INDIVIDUAL**  
LIVE ARMY VALUES INTERVENE CIVILIAN CREED  
Be a change agent by living the Army Values, intervening early and often, and embodying the military and civilian Creeds.

## SEXUAL HARASSMENT AND SEXUAL ASSAULT CONTINUUM AND IMPACTS ON READINESS

Sexual harassment and sexual assault reduces a unit's overall mission readiness by destroying trust, team, and unit cohesion.

**PROFESSIONAL WORK ENVIRONMENT**  
Engaged Leadership  
Army Values  
Good Order and Discipline  
Dignity and Respect  
Ethical Standards  
Accountability  
Safe Environment  
Warrior Ethos  
Civilian Creed

**EARLY WARNING SIGNS**  
Excessive Flirting  
Tone/Attitude  
Inappropriate Jokes or Comments  
Clearing Jokes on Social Media  
Inappropriate Work Relationships

**SEXUAL HARASSMENT**  
Cat Calls  
Sexual Innuendos  
Complaining or Mocking  
Sexually Oriented Greetings  
Unsolicited Sexually Explicit Texts or Emails

**SEXUAL ASSAULT**  
Sending Unsolicited Naked Pictures  
Indecent Grooming or Boudoirsling  
Nonconsensual Kissing or Touching  
Indecent Exposure  
Indecent Viewing  
Bullying or Hazing  
Retaliation  
Stalking  
Rape  
Aggravated Sexual Contact

**KEEP IT IN THE GREEN!**

Leader engagements and intervention opportunities occur throughout the continuum. Report incidents of sexual harassment or sexual assault to a Sexual Assault Response Coordinator (SARC) or Victim Advocate (VA).

## REFERENCE CARD

Approved for public release; distribution is unlimited.

ATSC

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**SHARP**  
SEXUAL HARASSMENT/ASSAULT RESPONSE & PREVENTION

**INTERVENE \* ACT \* MOTIVATE**

**HEALTHY INDICATORS**

- Comfortable pace
- Trust
- Honesty
- Independence
- Respect
- Equality
- Kindness
- Taking responsibility
- Healthy conflict
- Fun

**UNHEALTHY INDICATORS**

- Intensity
- Possessiveness
- Manipulation
- Isolation
- Sabotage
- Bullying
- Guilting
- Volatility
- Deflecting responsibility
- Betrayal

## PREVENTION

- Communicate your boundaries.
- You have the right to say "no."
- Drink responsibly and have a plan.
- Travel with friends or in a group.
- If you see something, step up and intervene.
- Achieve consent.
- Safeguard each other.

## RELATIONSHIPS

## BYSTANDER INTERVENTION PROCESS

WHAT IF IT WAS YOUR FAMILY MEMBER OR FRIEND?

- NOTICE THE EVENT.
- INTERPRET THE EVENT AS A PROBLEM.
- ACCEPT PERSONAL RESPONSIBILITY TO DO SOMETHING.
- DECIDE HOW TO INTERVENE USING THE 3DS:

**DIRECT:** Address the perpetrator; remove people from the situation.

**DISTRACT:** Change the subject; ask someone to do something; mention that someone is coming.

**DELEGATE:** Arrange for someone to intervene or take people out of the situation.

**TAKE ACTION!**

# Check on Learning Trifold

<p style="font-size: 24px; font-weight: bold;">INSERT UNIT-SPECIFIC INFORMATION HERE</p>	<p style="text-align: center;"><b><u>SHARP Links</u></b></p> <p>DoD Safe Helpline - Sexual Assault Support for the DoD Community  <a href="https://www.safehelpline.org/">https://www.safehelpline.org/</a>              1-877-995-5247</p> <p>Directorate of Prevention, Resilience, and Readiness Website  <a href="https://www.armyresilience.army.mil">https://www.armyresilience.army.mil</a></p> <p>DoD Sexual Assault Prevention and Response (SAPR) Website  <a href="https://www.sapr.mil">https://www.sapr.mil</a></p> <p>SHARP Academy - SHARP Learning Portal  <a href="http://www.sharplearningportal.army.mil">www.sharplearningportal.army.mil</a></p> <p>Army Criminal Investigation Command (CID)  <a href="https://www.cid.army.mil/">https://www.cid.army.mil/</a></p> <p>National Guard Bureau (NGB)  <a href="https://www.nationalguard.mil/Leadership/Joint-Staff/-1/SAPR/">https://www.nationalguard.mil/Leadership/Joint-Staff/-1/SAPR/</a></p> <p>Helping an Employee Recover from an Assault  <a href="https://www.opm.gov/policy-data-oversight/worklife/reference-materials/traumaticevents.pdf">https://www.opm.gov/policy-data-oversight/worklife/reference-materials/traumaticevents.pdf</a></p> <p>Department of Veterans Affairs  <a href="https://www.vets.gov/health-care/health-conditions/military-sexual-trauma/">https://www.vets.gov/health-care/health-conditions/military-sexual-trauma/</a></p> <div style="text-align: center; border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>@ArmyResilience</b></p> </div>	<div style="text-align: center; background-color: #333; color: white; padding: 5px;"> <p><b>SHARP Annual Refresher Training</b></p> <p><b>Check-on-Learning</b></p> <p><b>Trifold</b></p> </div> <div style="text-align: center; background-color: #333; color: white; padding: 5px; margin-top: 10px;"> <p><b>SEXUAL ASSAULT. SEXUAL HARASSMENT.</b></p> <p><b>NOT IN OUR ARMY.</b></p> <p><b>TOGETHER, THIS WE'LL DEFEND.</b></p> </div>
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Use Text 4 Help. Confidential. 24/7/365              Help is just a Call or Text away!              (877)995-5247</p> <p>For confidential victim assistance visit <a href="http://www.SafeHelpline.org">www.SafeHelpline.org</a></p> </div>		

<p style="text-align: center; background-color: #eee; padding: 5px;"><b>Module 1: Prevention</b></p> <p><b>1. Prevention of sexual harassment (SH) and sexual assault (SA) in the Army is a _____ effort that starts with _____</b></p> <p><b>2. What are three indicators of a healthy relationship vs. an unhealthy relationship?</b></p> <p>a. _____</p> <p>b. _____</p> <p>c. _____</p> <p><b>3. List some examples of how SH and SA impact a professional work environment.</b></p> <p>a. _____</p> <p>b. _____</p> <p>c. _____</p>	<p style="text-align: center; background-color: #eee; padding: 5px;"><b>Module 3: Sexual Harassment</b></p> <p><b>6. Sexual Harassment involves conduct that involves and is perceived as:</b></p> <p>a. _____</p> <p>b. _____</p> <p><b>7. Army policy on sexual harassment applies to Soldiers 24/7 and on- or off-post. _____ T / F</b></p> <p><b>8. The three categories of sexual harassment:</b></p> <p>a. _____</p> <p>b. _____</p> <p>c. _____</p> <p><b>9. The two types of sexual harassment:</b></p> <p>a. _____</p> <p>b. _____</p> <p><b>10. What are the three options to report a Sexual Harassment:</b></p> <p>a. _____</p> <p>b. _____</p> <p>c. _____</p>	<p style="text-align: center; background-color: #eee; padding: 5px;"><b>Module 4: Sexual Assault</b></p> <p><b>11. A person who is asleep, unconscious, or incompetent (incapable of consenting due to intoxication) cannot consent to sex. _____ T / F</b></p> <p><b>12. DA Civilians can file two types of sexual assault reports:</b></p> <p>a. _____</p> <p>b. _____</p> <p><b>13. A freely given agreement to sex by a competent person is:</b></p> <p>_____</p> <p><b>14. The two types of sexual assault reporting options for Army Soldiers:</b></p> <p>a. _____</p> <p>b. _____</p>
<p style="text-align: center; background-color: #eee; padding: 5px;"><b>Module 2: Bystander Intervention</b></p> <p><b>4. Bystander Intervention Process five steps:</b></p> <p>a. _____</p> <p>b. _____</p> <p>c. _____</p> <p>d. _____</p> <p>e. _____</p> <p><b>5. List the Bystander Intervention 3Ds:</b></p> <p>a. _____</p> <p>b. _____</p> <p>c. _____</p>	<p style="text-align: center; background-color: #eee; padding: 5px;"><b>Module 5: Retaliation</b></p> <p><b>15. Three actions that constitute retaliation:</b></p> <p>a. _____</p> <p>b. _____</p> <p>c. _____</p> <p><b>16. If you want to report retaliation, who can you report it to?</b></p> <p>a. _____</p> <p>b. _____</p> <p>c. _____</p>	



### Module 1: Prevention

1. Prevention of sexual harassment (SH) and sexual assault (SA) in the Army is a

team effort that starts with You.

2. What are three indicators of a healthy relationship vs. an unhealthy relationship?

- a. Trust
- b. Respect
- c. Honesty

3. List some examples of how SH and SA impact a professional work environment.

- a. Loss of Manpower
- b. Destroys unit cohesion
- c. Distrust within the unit

### Module 2: Bystander Intervention

4. Bystander Intervention Process five steps:

- a. Notice the event
- b. Interpret the event as a problem
- c. Accept responsibility for doing something
- d. Decide how to intervene
- e. Take action

5. List the Bystander Intervention 3Ds:

- a. Direct
- b. Distract
- c. Delegate

### Module 3: Sexual Harassment

6. Sexual Harassment involves conduct that involves and is perceived as:

- a. Unwelcome sexual comments/gestures
- b. Hostile or offensive by a reasonable person

7. Army policy on sexual harassment applies to Soldiers 24/7 and on- or off-post.

T / F

8. The three categories of sexual harassment:

- a. Verbal
- b. Non-Verbal
- c. Physical Contact

9. The two types of sexual harassment:

- a. Quid Quo Pro
- b. Hostile Environment

10. What are the three options to report a Sexual Harassment:

- a. Anonymous
- b. Informal
- c. Formal

### Module 4: Sexual Assault

11. A person who is asleep, unconscious, or incompetent (incapable of consenting due to intoxication) cannot consent to sex.

T / F

12. DA Civilians can file two types of sexual assault reports:

- a. Unrestricted Report
- b. Restricted Report

13. A freely given agreement to sex by a competent person is:

Consent

14. The two types of sexual assault reporting options for Army Soldiers:

- a. Restricted Reporting
- b. Unrestricted Reporting

### Module 5: Retaliation

15. Three actions that constitute retaliation:

- a. Adverse/Unfavorable Personnel Action
- b. Ostracism
- c. Acts of Cruelty, Oppression, & Maltreatment

16. If you want to report retaliation, who can you report it to?

- a. Chain of Command
- b. Inspector General (IG)
- c. SARC or VA

## **Annex C**

### **Train the Trainer (T3)**

#### **Purpose:**

This Annex identifies the framework to train your leaders to deliver SHARP Annual Refresher Training to standard. The main audience for this Annex includes commanders, unit leaders, Civilian supervisors, who are responsible for planning, preparing, executing, and evaluating Annual Refresher Training (ART), with the assistance from your SHARP professionals. ART can and should be tailored towards intended audiences based on unit needs and composition, such as for new Soldiers, seasoned leaders, DA Civilians, etc.

#### **Intent:**

To train the leaders on the standards in the SHARP Annual Refresher Training, and to ensure that they understand the SHARP Program requirements, prevention tenets, reporting options, intervention techniques, and possible consequences for committing these acts.

#### **Required Training Modules:**

SHARP Train the Trainer will consist of the five (5) topic focused modules of Annual Refresher Training, the supporting materials, concept and design, who should participate, facilitator guidance in leading the training, other considerations and training accountability. The slides will provide the descriptions and associated standards for each module.

## The Army 8-Step Training Model:

Below are some recommended planning considerations when developing a T3 event.

### 8 STEP TRAINING MODEL

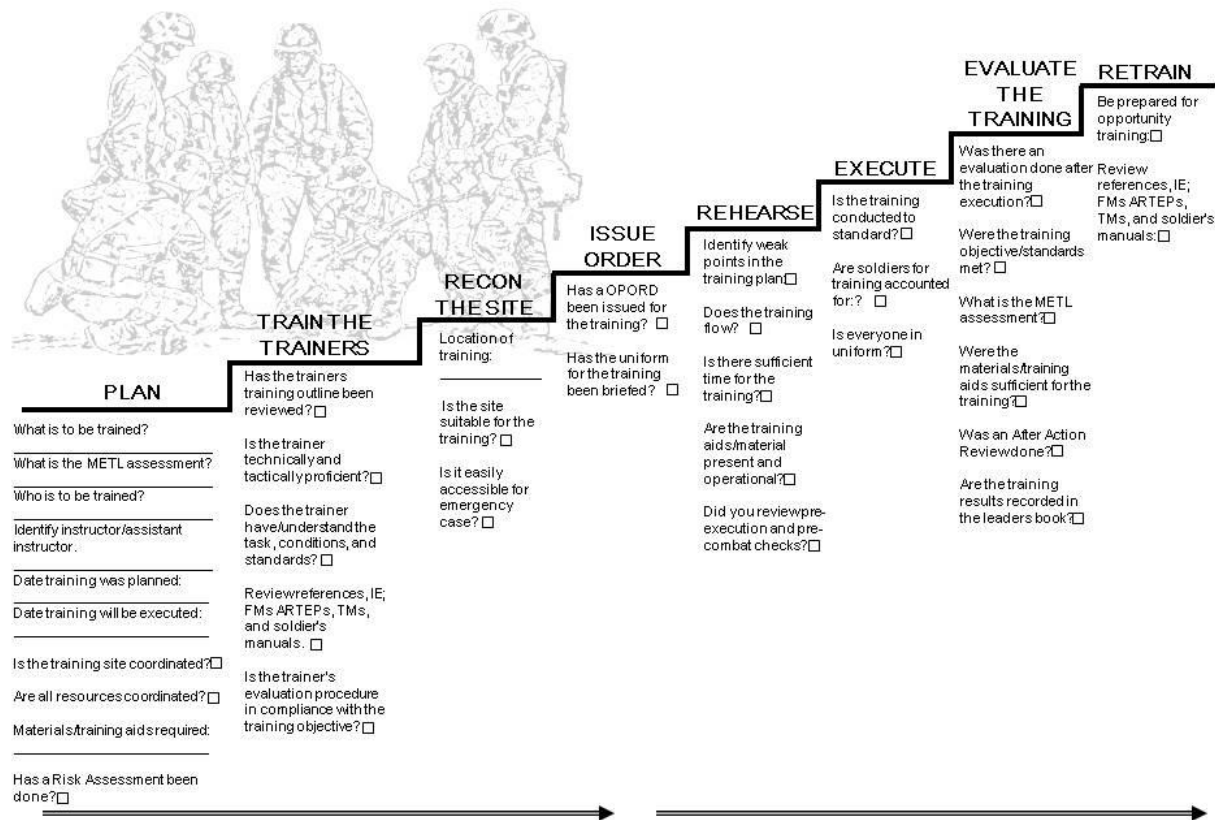


Figure Annex C-1 The Army 8-Step Training Model

#### Step 1 – Plan the Training Event

- SHARP Annual Training needs to be conducted
- People to be trained will be \_\_\_\_\_
- Identify a highly motivated and influential “Leader” within the unit
- Record date planned
- Plan date to conduct training (Location Coordinated/Resources Coordinated)
- Complete Risk Assessment

#### Step 2 – Train Leaders

- Has the select leader reviewed the Approved TSP off of Army Training Network. Develop the framework of the approach that would be used for your operational environment. Using the TSP for modules needing to be taught

- Trainer reviews the Task, Conditions, and Standard. Reviewed by a Senior Leader of the organization (Supervisor) and a SHARP Professional
- Review all Regulations, Policies, and Directives needed for better understanding

### **Step 3 – Reconnoiter the Training Site**

- Recon the location for the training and test all needed equipment
- Make sure there is enough room for the number of students being trained
- Is it easily accessible for emergency cases

### **Step 4 – Issue the Event Operation Order (OPORD)**

- Ensure the OPORD is completed and event is place on the Long/Short Range Calendar
- What is the prescribed Uniform prescribed by the CDR

### **Step 5 – Rehearse**

- What are points in the modules that you feel might not totally relate to your audience that needs tweaking
- Check again
- Make sure the instructor has time to make an impact with the unit. CDR's make sure that you allocate enough time for people to Learn, Share, and Grow
- Training aids printed and presented based off the TSP on ATN
- Conduct Pre-combat checks with audio visual if needed, microphone, and other checks for needed equipment

### **Step 6 – Execute the Training**

- Did you conduct the training to ensure the standards have been met
- Make sure that your accounting for Soldiers attending training for tracking purposes. Do sign in rosters that should be given to the Operations Training section for input in DTMS
- Everyone wearing prescribed uniform dictated by the CDR

### **Step 7 – Conduct an After-Action Review (AAR)**

- Did someone evaluate the entire training for content of the TSP and presentation
- Did you meet the objective of the annual refresher training
- METL Assessment
- Were the training materials good for the training and helpful
- Conduct an AAR about the training that was executed for SHARP. This can be done via survey, email, or verbal making sure that it is recorded for future improvements
- Record the training in your Leaders' Book to ensure what module was conducted

### **Step 8 – Conduct Retraining (as required)**

- Send the leaders to Subject Matter Expert (SME'S) in the field of SHARP to help develop for future facilitations to the organization
- Review the TSP for improvements based on identifying recommendations for changes or updates

## **Facilitator Slides:**

Below are an example of slides that can be used to facilitate a T3 training event.

### **Slide 1:**

# **SHARP Annual Refresher Training**

## **Train the Trainer (T3) Training**

XX XXX XXX

Trainer: *“Enter rank and name”*

### **Slide 2: Agenda**

## **Agenda**

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- Introduction
  - SHARP-ART Training Support Package (TSP) Overview
  - Facilitation FY24 Annual Refresher Training
  - Open Floor Discussion
-

### Slide 3: SHARP-ART TSP Overview

**SHARP-ART TSP Overview**

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- Promotes Leader-led, small group delivery
- Contains NO PowerPoint slides, uses the “SHARP Reference Card”
- Five modules provides flexibility for instruction
- 8-Step Training Model input
- 35 Vignettes with Q&A
- Updated Check on Learning Trifold



**SHARP**  
SEXUAL HARASSMENT/ASSAULT  
RESPONSE AND PREVENTION

---

**U.S. Army Sexual Harassment/Assault  
Response and Prevention (SHARP)  
Annual Refresher Training**

**Training Support Package (TSP)**

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10 September 2024

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited for Active Army, Army National Guard, and U.S. Army Reserve. This publication is available on Army Training Network (ATN) <https://atn.army.mil>

Foreign Disclosure: FD1 – This training product has been reviewed by the training developers in coordination with the SHARP Academy – Ft. Leavenworth, KS foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

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### Slide 4: Section 1 Purpose/Intent

**Section 1 Purpose/Intent**

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**1-1. Purpose.**  
SHARP Annual Refresher Training reinforces the basic knowledge, skills, and attitudes required across the Total Army (Active, Guard, and Reserve), ensuring that all members of the Army profession, Soldier and DA Civilian, understand and can apply the fundamentals of prevention and response. Commanders at all levels have a regulatory requirement to prioritize training and continually assess the SHARP program within the organization.

**1-2. Intent.**  
To train and reinforce the standards in the prevention of and response to sexual harassment, sexual assault, and to ensure that Soldiers and DA Civilians are informed of the Army's SHARP Program requirements, prevention tenets, reporting options, intervention techniques, and possible consequences for committing these acts.

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## Slide 5: Concept and Design

<b>Concept and Design</b>	
<ol style="list-style-type: none"> <li><b>1. Introduction:</b> <ol style="list-style-type: none"> <li>a. Training will be conducted by a unit leader or Civilian Supervisor (NOT a SHARP professional)</li> <li>b. Address the purpose of training</li> <li>c. Provide overview of training</li> <li>d. Provide Administrative instructions (including disclaimer on page 10)</li> <li>e. Outline the Rules of Engagement (ROE) for participants</li> <li>f. Read Sensitive Content Warning (paragraph 1-9)</li> </ol> </li> <li><b>2. Learning Content:</b> <ol style="list-style-type: none"> <li>a. Leader will use GTA 19-11-001, SHARP Reference Card or the SHARP GTA progressive web-application</li> <li>b. Training should be a facilitated discussion, should reinforce key concepts of training modules, and evaluate participation understand of content to ensure topic module standards are achieved</li> <li>c. Use sections 3 and 4 of TSP to guide a small group through facilitated discussion</li> <li>d. The review includes:                             <ol style="list-style-type: none"> <li>(1) Sexual harassment</li> <li>(2) Sexual Assault</li> <li>(3) Bystander Intervention</li> <li>(4) Prevention</li> <li>(5) Retaliation</li> </ol> </li> <li>e. Section 3 of TSP provides critical information for training modules</li> <li>f. Section 4 of TSP contains DA Civilian specific information if the audience contains DA civilians</li> <li>g. Sections 5-7 contain vignettes that represent actual situations and correlate with training modules</li> </ol> </li> <li><b>3. Check On Learning:</b> <ol style="list-style-type: none"> <li>a. Leader should use "Check on Learning" trifold and vignette discussions to assess that the group possess a solid understanding of training modules</li> </ol> </li> <li><b>4. Feedback:</b> <ol style="list-style-type: none"> <li>a. All attendees should be provided a way to give constructive feedback regarding information and training</li> <li>b. The two ways to give feedback are below:                             <ol style="list-style-type: none"> <li>(1) (<a href="https://sunsys.tradoc.army.mil/EFM/se/OEE8827F2794FC0F">https://sunsys.tradoc.army.mil/EFM/se/OEE8827F2794FC0F</a>)</li> <li>(2) QR Code in Supporting Materials</li> </ol> </li> </ol> </li> </ol>	

## Slide 6: Module 1 Overview

<b>Module 1 Overview</b>	
<ul style="list-style-type: none"> <li>• <b>Module 1 - Prevention and Impacts on Readiness (GTA Panels 1, 2, and 3)</b>  <b>Task:</b> Discuss how prevention supports mission readiness, what is meant by a comprehensive approach, the difference between healthy and unhealthy relationships, and prevention efforts.  <b>Standard:</b> Soldier/DA Civilian/Contract personnel are able to describe their role within the scope of prevention, describe how sexual harassment and sexual assault can impact readiness, and describe the characteristics of healthy relationships and unhealthy relationships.</li> </ul>	
<b>Module 1 Applicable Vignettes</b>	<b>Module 1 Applicable Videos</b>
Vignette 3 - Barracks Online Surfing	Continuum of Harm - <a href="https://youtu.be/iPtKCY0lVoo">https://youtu.be/iPtKCY0lVoo</a>
Vignette 4 - Company Dayroom	Hazing - <a href="https://youtu.be/KWkNLJSYGso">https://youtu.be/KWkNLJSYGso</a>
Vignette 13 - Command Climate	Army S.H.A.R.P. Spoken Word - <a href="https://youtu.be/b7bYc2-nUX4">https://youtu.be/b7bYc2-nUX4</a>
Civilian Vignette 15 – Ladies Night	



Slide 7: Module 1

## Module 1

### 1. PREVENTION

**A TEAM EFFORT THAT STARTS WITH YOU!**  
Everyone plays an important role in prevention at every level within our units, organizations, and communities.

**POST/COMMUNITY**  
SAFETY AND SECURITY | SUPPORT AND SERVICES  
ORGANIZATIONAL PARTNERSHIPS

**UNIT/ORGANIZATION**  
POSITIVE COMMAND CLIMATE | COHESIVE TEAMS | STRONG COMMAND SPONSORSHIP  
SPONSOR INVOLVEMENT | THIS IS MY SQUAD

**PEERS, FAMILY, AND FRIENDS**  
BATTLE BUDDY | ENFORCE ARMY VALUES  
MUTUAL SUPPORT | TREAT ALL WITH DIGNITY AND RESPECT

**INDIVIDUAL**  
LIVE ARMY VALUES | INTERVENE | CIVILIAN CREED

Be a change agent by living the Army Values, intervening early and often, and embodying the military and Civilian Creeds.

### 2. PREVENTION

- Communicate your boundaries.
- You have the right to say "no."
- Drink responsibly and have a plan.
- Travel with friends or in a group.
- If you see something, step up and intervene.
- Achieve consent.
- Safeguard each other.

### RELATIONSHIPS

HEALTHY INDICATORS	UNHEALTHY INDICATORS
■ Comfortable pace	■ Intensity
■ Trust	■ Possessiveness
■ Honesty	■ Manipulation
■ Independence	■ Isolation
■ Respect	■ Sabotage
■ Equality	■ Belittling
■ Kindness	■ Guilt
■ Taking responsibility	■ Volatility
■ Healthy conflict	■ Deflecting responsibility
■ Fun	■ Betrayal

Slide 8: Module 1

## Module 1

### 3. SEXUAL HARASSMENT AND SEXUAL ASSAULT CONTINUUM AND IMPACTS ON READINESS

Sexual harassment and sexual assault reduces a unit's overall mission readiness by destroying trust, teams, and unit cohesion.

**PROFESSIONAL WORK ENVIRONMENT**

Engaged Leadership  
Army Values  
Good Order and Discipline  
Dignity and Respect  
Ethical Standards  
Accountability  
Safe Environment  
Warrior Ethos  
Civilian Creed

**KEEP IT IN THE GREEN!**

**EARLY WARNING SIGNS**

Excessive Flirting  
Toxic Atmosphere  
Inappropriate Jokes or Comments  
Disparaging Comments on Social Media  
Inappropriate Work Relationships

**SEXUAL HARASSMENT**

Sending Unsolicited Naked Pictures  
Indecent Recording or Broadcasting  
Nonconsensual Kissing or Touching  
Indecent Exposure  
Indecent Viewing  
Bullying or Hazing  
Retaliation  
Stalking

Cat Calls  
Sexual Innuendos  
Cornering or Blocking  
Sexually Oriented Cadence  
Unsolicited Sexually Explicit Texts or Emails

Rape  
Abusive Sexual Contact  
Aggravated Sexual Contact

Leader engagements and intervention opportunities occur throughout the continuum. Report incidents of sexual harassment or sexual assault to a Sexual Assault Response Coordinator (SARC) or Victim Advocate (VA).

## Slide 9: Module 1 (Check on Learning)

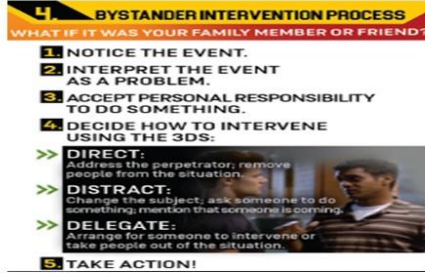
<b>Module 1 (Check on Learning)</b>	
<b><u>Check on Learning</u></b>	
1. Prevention of sexual harassment (SH) and sexual assault (SA) in the Army is a _____ effort that starts with _____.	
<b>Answer: Team; You</b>	
2. What are three indicators of a healthy relationship vs. an unhealthy relationship?	
<b>Answer: Trust, Respect, and Honesty</b>	
3. List some examples of how sexual harassment and sexual assault impact a professional work environment?	
<b>Answer: Loss of manpower, destroys unit cohesion, and distrust within the unit</b>	

## Slide 10: Module 2 Overview

<b>Module 2 Overview</b>	
<ul style="list-style-type: none"> <li> <b>Module 2 - Bystander Intervention (GTA Panel 4)</b>  <b>Task:</b> Discuss the barriers to intervention, the five-step Intervention Process, and techniques to intervene (Direct, Distract, and Delegate).  <b>Standard:</b> Soldier/DA CIVILIAN is able to describe the five steps of the Intervention Process and demonstrate knowledge of the three bystander intervention techniques (Direct, Distract, Delegate).                 </li> </ul>	
<b>Module 2 Applicable Vignettes</b>	<b>Module 2 Applicable Videos</b>
Vignette 10 - Mobile Training Team (MTT) TDY in Hotel	Bystander Intervention - <a href="https://youtu.be/HHHwHcP9I70">https://youtu.be/HHHwHcP9I70</a>
Vignette 12 – Soldiers TDY	
Civilian Vignette 1 - I can't work like this	
Civilian Vignette 5 - Who will help me?	
Civilian Vignette 11 – Social Media	
Civilian Vignette 14 – Corrosive Leadership	
Civilian Vignette 15 – Happy Hour	
Civilian Vignette 16 – Mostly Harmless	
Civilian Vignette 17 – Birthday Bash	

## Slide 11: Module 2

**Module 2**



**4 BYSTANDER INTERVENTION PROCESS**  
WHAT IF IT WAS YOUR FAMILY MEMBER OR FRIEND?

- 1 NOTICE THE EVENT.**
- 2 INTERPRET THE EVENT AS A PROBLEM.**
- 3 ACCEPT PERSONAL RESPONSIBILITY TO DO SOMETHING.**
- 4 DECIDE HOW TO INTERVENE USING THE 3DS:**
  - >> DIRECT:** Address the perpetrator; remove people from the situation.
  - >> DISTRACT:** Change the subject; ask someone to do something; mention that someone is coming.
  - >> DELEGATE:** Arrange for someone to intervene or take people out of the situation.
- 5 TAKE ACTION!**

- Overcoming barriers is a formidable task, however the benefits of intervening significantly outweigh the consequences of allowing detrimental behaviors to continue. Research shows that bystanders intervene when they can identify something as a problem, they feel responsible, and know they have the skills to act.
- Intervening in an uncomfortable and/or challenging situation is a difficult task that Soldiers and Army Civilians may encounter. When questioned “would you intervene” most people will answer with a resounding “Yes”. However, when asked “how would you intervene” many times the answer is not always as assured. Every Soldier and Civilian may face barriers from a variety of influences that inhibit them from intervening

## Slide 12: Module 2 (Check on Learning)

**Module 2 (Check on Learning)**

Check on Learning

1. What are the five steps of the Bystander Intervention Process?  
**Answer:**
  - 1) Notice the event,
  - 2) Interpret the event as a problem,
  - 3) Accept responsibility for doing something,
  - 4) Decide how to intervene (3Ds), and
  - 5) Take action.
2. List the Bystander Intervention 3Ds:  
**Answer: Direct, Distract, and Delegate**
3. What is an example of one of the Bystander Intervention 3Ds?  
**Answer: Direct – Confronting the perpetrator; Distract – Change the subject; Delegate – Ask someone else for help such as a friend or another bystander.**

## Slide 13: Module 3 Overview

<b>Module 3 Overview</b>																																									
<p><u>Module 3 - Sexual Harassment (GTA Panel 5)</u></p> <p><b>Task:</b> Discuss the definition of sexual harassment, the types and categories of sexual harassment, reporting options, and possible legal and administrative consequences.</p> <p><b>Standard:</b> Soldier/DA Civilian is able to describe what behavior constitutes sexual harassment, including the types of sexual harassment.</p>	<table border="1"> <thead> <tr> <th>Module 3 Applicable Vignettes</th> <th>Module 3 Applicable Videos</th> </tr> </thead> <tbody> <tr><td>Vignette 1 - Battalion Motor Pool PCC/ PCs</td><td></td></tr> <tr><td>Vignette 2 - Helicopter Flight Operations, Army Airfield</td><td></td></tr> <tr><td>Vignette 5 – Quid Pro Quo</td><td></td></tr> <tr><td>Vignette 6 – A Formal Sexual Harassment Complaint is Initiated</td><td></td></tr> <tr><td>Vignette 13 – Command Climate</td><td></td></tr> <tr><td>Civilian Vignette 1 – I Can't Work Like This</td><td></td></tr> <tr><td>Civilian Vignette 2 – I Just Need an Opportunity</td><td></td></tr> <tr><td>Civilian Vignette 7 - Civilian Workplace Relationships</td><td></td></tr> <tr><td>Civilian Vignette 9 – Business Meeting, Part 1</td><td></td></tr> <tr><td>Civilian Vignette 10 – Business Meeting, Part 2</td><td></td></tr> <tr><td>Civilian Vignette 11 – Social Media</td><td></td></tr> <tr><td>Civilian Vignette 12 – Too Close</td><td></td></tr> <tr><td>Civilian Vignette 14 – Corrosive Leadership</td><td></td></tr> <tr><td>Civilian Vignette 16 – Mostly Harmless</td><td></td></tr> <tr><td>Civilian Vignette 17 – Birthday Bash</td><td></td></tr> <tr><td>Civilian Vignette 18 – Text Savy</td><td></td></tr> <tr><td>USAREC Vignette 1 - Sexting</td><td></td></tr> <tr><td>USAREC Vignette 3 - Quid Pro Quo</td><td></td></tr> <tr><td>USAREC Vignette 4 - Hostile Environment</td><td></td></tr> </tbody> </table>	Module 3 Applicable Vignettes	Module 3 Applicable Videos	Vignette 1 - Battalion Motor Pool PCC/ PCs		Vignette 2 - Helicopter Flight Operations, Army Airfield		Vignette 5 – Quid Pro Quo		Vignette 6 – A Formal Sexual Harassment Complaint is Initiated		Vignette 13 – Command Climate		Civilian Vignette 1 – I Can't Work Like This		Civilian Vignette 2 – I Just Need an Opportunity		Civilian Vignette 7 - Civilian Workplace Relationships		Civilian Vignette 9 – Business Meeting, Part 1		Civilian Vignette 10 – Business Meeting, Part 2		Civilian Vignette 11 – Social Media		Civilian Vignette 12 – Too Close		Civilian Vignette 14 – Corrosive Leadership		Civilian Vignette 16 – Mostly Harmless		Civilian Vignette 17 – Birthday Bash		Civilian Vignette 18 – Text Savy		USAREC Vignette 1 - Sexting		USAREC Vignette 3 - Quid Pro Quo		USAREC Vignette 4 - Hostile Environment	
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USAREC Vignette 4 - Hostile Environment																																									

## Slide 14: Module 3 GTA Panel

<b>Module 3 GTA Panel</b>	

## Slide 15: Module 3 (Check on Learning)

<b>Module 3 (Check on Learning )</b>	
<b><u>Check on Learning</u></b>	
1. True or False. Army policy on sexual harassment applies to Soldiers 24/7 on- or off-post.	
<b>Answer: True</b>	
2. What are the two types of sexual harassment?	
<b>Answer: Quid Quo Pro and Hostile Environment</b>	
3. What are the two options to report a sexual harassment?	
<b>Answer: Anonymous Complaint and Formal Complaint</b>	

## Slide 16: Module 4 Overview

<b>Module 4 Overview</b>	
<ul style="list-style-type: none"> <li>• <b>Module 4 - Sexual Assault (GTA Panels 6, 7, 8, and 10)</b></li> </ul>	
<p><b>Task:</b> Discuss the definition of sexual assault and consent, reporting options, expedited transfers, and possible legal and administrative consequences.</p> <p><b>Standard:</b> Soldier/DA Civilian is able to describe what behavior constitutes sexual assault, and the available reporting options and support resources. Explain the importance of consent, and the role alcohol can play regarding consent. Describe the possible consequences of committing sexual assault.</p>	
<b>Module 4 Applicable Vignettes</b>	<b>Module 4 Applicable Videos</b>
Vignette 7 - Combat Outpost (COP) Afghanistan	
Vignette 8 - Local Bar Downtown	
Vignette 9 - Barracks Picture Taking	Special Victim Capability - <a href="https://youtu.be/kaCaYpRWvRA">https://youtu.be/kaCaYpRWvRA</a>
Vignette 10 - Mobile Training Team (MTT) TDY in Hotel	
Vignette 11 - Soldiers Drinking in the Barracks	Drugs, Alcohol, & Sexual Assault - <a href="https://youtu.be/byZuKGeMgRY">https://youtu.be/byZuKGeMgRY</a>
Civilian Vignette 3 - I Said What...	Consent - <a href="https://youtu.be/vV1RJR96dPk">https://youtu.be/vV1RJR96dPk</a>
Civilian Vignette 4 - That's Not Okay	
Civilian Vignette 8 - DA Civilians Training TDY in Hotel Off-post	
Civilian Vignette 13 - Bad Evaluation	
USAREC Vignette 2 - Don't Touch Me!	

## Slide 17: Module 4 GTA Panels

Module 4 GTA Panels

6. SEXUAL ASSAULT

**DEFINITION**  
Intentional sexual contact characterized by the use of force, threats, intimidation, abuse of authority, or when the victim does not or cannot consent. Guidelines apply 24/7, on or off installation.

**CONSENT:** A freely given agreement to the conduct at issue by a competent person.

- >> An expression or lack of consent through words or conduct means there is no consent.
- >> Lack of verbal or physical resistance or submission resulting from the use of force, threat of force, or placing another person in fear does not constitute consent.
- >> Current or previous dating, social or sexual relationships, or the manner of the person's dress does not constitute consent.
- >> A sleeping, unconscious, or incompetent person cannot consent.
- >> All the surrounding circumstances should be considered in determining whether or not a person gave consent.

**SEXUAL ASSAULT** is a crime and punishable by both the Uniform Code of Military Justice (UCMJ) and/or civilian law.

8. ALCOHOL AND CONSENT FOR SEX

- Sexual acts or contact with a person when you know, or reasonably should have known, that the person is incapable of consenting due to drug or intoxicant impairment is a crime.
- The UCMJ states that a person is incapable of consenting to sex when they cannot describe the nature of the conduct, are physically incapable of declining participation, or cannot communicate unwillingness to engage in the sexual conduct.
- There is no specific amount of alcohol that causes a person to be incapable of consenting under the law.
- It is incorrect to say that a person with a certain blood alcohol content level is incapable of consenting.
- It is incorrect to say that a person who has consumed any alcohol is incapable of consenting.
- Sexual assault reports that involve alcohol and the ability to consent will depend on the unique facts and circumstances of each case. There is no standard-defining rule.

## Slide 18: Module 4 GTA Panels

Module 4 GTA Panels

9. EXPEDITED TRANSFERS

A. Sexual assault victims who file an unrestricted report can request expedited transfer for reassignment using Department of Army (DA) Form 4187, Personnel Action, from their current unit to another unit on the same or different installation.

B. Sexual assault victims who file an unrestricted report can request expedited transfer for reassignment using Department of Army (DA) Form 4187 Personnel Action, from their current unit to another unit (company, battalion, brigade or division) on the same or different installation.

C. Sexual assault victims who file an unrestricted report can request expedited transfer for reassignment using Department of Army (DA) Form 4187, Personnel Action, from their current unit to another unit.

- Unit of same or different installation
- Company within the same battalion
- Battalion with the same brigade
- Brigade within the same division

Commanders (battalion or above) have 5 calendar days to recommend approval or disapproval. If disapproved final disapproval **MUST** be denied by the first GO within the CoC.

7.

RESTRICTED REPORT
UNRESTRICTED REPORT

**SERVICES**

- Access to medical, advocacy, legal, and counseling services.
- Receive the Sexual Assault Forensic Examination (SAFE).
- Control the release of personal information.
- Can change to an unrestricted report at any time.
- Special victims' counsel.
- CATCH Program

**LIMITATIONS**

- The alleged offender will not be held accountable.
- Ineligible for expedited transfer or reassignment.
- No command support.
- Cannot receive a protective order.
- Chaplains and Special victims' counsel cannot file a report, but information shared remains confidential.

- Access to medical, advocacy, legal, and counseling services.
- Receive the SAFE.
- Alleged offender may be held accountable.
- Command support.
- Can receive protective order (military protective order [MPO] or civilian protective order [CPO]).
- Special victims' counsel.

**LIMITATIONS**

- More people will know about the sexual assault.
- The investigation may require discussion of personal matters.
- Cannot change to a restricted report.

**EXPANDED RESTRICTED REPORTING OPTION**

Restricted reporting option is always available, unless the victim has directly disclosed the assault to law enforcement or if they had already filed an unrestricted report for the same incident. Soldiers may elect the Restricted reporting option even if they have disclosed to their chain of command.

## Slide 19: Module 4 (Check on Learning)

Module 4 (Check on Learning)	
<p><b><u>Check on Learning</u></b></p> <p>1. True or False. A person who is asleep, unconscious, or incompetent (incapable of consenting due to intoxication) cannot consent to sex.</p> <p><b>Answer: True</b></p> <p>2. Sexual Assault is punishable under which laws for Army Soldiers and DA Civilians?</p> <p><b>Answer: Army Soldiers – UCMJ; DA Civilians – Federal/State</b></p> <p>3. A freely given agreement to the conduct at issue by a competent person is what?</p> <p><b>Answer: Consent</b></p> <p>4. What are the two types of sexual assault reporting options for Army Soldiers?</p> <p><b>Answer: Restricted or Unrestricted Reporting</b></p>	

## Slide 20: Module 5 Overview

Module 5 Overview						
<ul style="list-style-type: none"><li>• <b>Module 5 – Retaliation*</b> (GTA Panel 10) <b>Task:</b> Discuss the definition and types of retaliation. <b>Standard:</b> Soldier/DA Civilian is able to explain the types of retaliation, how to report retaliation, and the resources available to assist individuals if they are experiencing retaliation.</li></ul>						
<table border="1"><thead><tr><th>Module 5 Applicable Vignettes</th><th>Applicable Videos</th></tr></thead><tbody><tr><td>Vignette 6 - A Formal Sexual Harassment Complaint is Initiated</td><td rowspan="2">Retaliation - <a href="https://youtu.be/dmhac1u5WcY">https://youtu.be/dmhac1u5WcY</a></td></tr><tr><td>Civilian Vignette 6 - These Are Some Crazy Rumors</td></tr></tbody></table>	Module 5 Applicable Vignettes	Applicable Videos	Vignette 6 - A Formal Sexual Harassment Complaint is Initiated	Retaliation - <a href="https://youtu.be/dmhac1u5WcY">https://youtu.be/dmhac1u5WcY</a>	Civilian Vignette 6 - These Are Some Crazy Rumors	
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Civilian Vignette 6 - These Are Some Crazy Rumors						

## Slide 21: Module 5 GTA Panel and discussion points

### Module 5 GTA Panel and discussion points

**10. RETALIATION**

**DEFINITION** **THIS IS NOT OKAY!**

Retaliation includes the following actions against the victim, SHARP Professional and/or witness(es). Categories are:

- **Reprisal** - Wrongfully taking or threatening to take adverse personnel action, or withholding or threatening to withhold favorable personnel action against a person who reports or plans to report an offense.
- **Ostracism** - Excluding a person from social acceptance, privilege, or friendship.
- **Acts of cruelty, oppression, or maltreatment.**

- No Soldier or DA Civilian may retaliate against a victim, or any other member of the Armed Forces based on that individual's report of a criminal offense.
- Ostracism - defined as excluding from social acceptance, privilege, or friendship a victim or other member of the Armed Forces because:
  - (a) The individual reported a criminal offense;
  - (b) The individual was believed to have reported a criminal offense; and
  - (c) The ostracism was motivated by the intent to discourage reporting of a criminal offense or otherwise to discourage the due administration of justice.
- Acts of cruelty, oppression, or maltreatment committed against a victim, a reported victim, or another member of the Armed Forces by peers or other persons because the individual reported a criminal offense or was believed to have reported a criminal offense.

## Slide 22: Module 5 (Check on Learning)

### Module 5 (Check on Learning)

#### Check on Learning

1. What are three actions that constitute retaliation?

**Answer: 1) Adverse/unfavorable personnel action, 2) Ostracism, and 3) Acts of cruelty, oppression, & maltreatment**

2. If you want to report retaliation, who can you report it to?

**Answer: Chain of Command, Inspector General (IG), SARC, or VA**



## Slide 23: Supporting Materials

## Supporting Materials

### 1-4. Supporting Materials.

The SHARP Graphic Training Aid (GTA) 19-11-001, *SHARP Reference Card*:

([https://rdl.train.army.mil/catalog-ws/view/100.ATSC/7ABAB869-97B2-4A83-8855-3EBD73D59DDF-1592570401386/gta19\\_11\\_001.pdf](https://rdl.train.army.mil/catalog-ws/view/100.ATSC/7ABAB869-97B2-4A83-8855-3EBD73D59DDF-1592570401386/gta19_11_001.pdf))

and/or the SHARP GTA Progressive Web Application:

([https://rdl.train.army.mil/catalog-ws/view/SHARP\\_GTA\\_SUPPLEMENT/Index.html](https://rdl.train.army.mil/catalog-ws/view/SHARP_GTA_SUPPLEMENT/Index.html)), the vignettes within this guide (Sections 5-7), and the "Check on Learning" trifold serve as supporting instructional materials. These must be used to properly conduct this training. Below is the Quick Response (QR) Code for the SHARP GTA PWA:

## Slide 24: SHARP GTA Progressive Web-Application (PWA)

### SHARP GTA Progressive Web-Application (PWA)

**SHARP-ART Progressive Web Application (PWA)**

- Digital GTA Card
- Includes vignettes
- Use on desktop, mobile, tablet devices
- [https://rdl.train.army.mil/catalog-ws/view/SHARP\\_GTA\\_SUPPLEMENT/index.html](https://rdl.train.army.mil/catalog-ws/view/SHARP_GTA_SUPPLEMENT/index.html)



GTA PWA



# Slide 25: GTA

### PREVENTION

**A TEAM EFFORT THAT STARTS WITH YOU!**  
Everyone plays an important role in prevention at every level within our units, organizations, and communities.

### SEXUAL HARASSMENT AND SEXUAL ASSAULT CONTINUUM AND IMPACTS ON READINESS

Sexual harassment and sexual assault reduces a unit's overall mission readiness by destroying trust, teams, and unit cohesion.

**KEEP IT IN THE GREEN!**

**EARLY WARNING SIGNS:** Excessive Flirting, Toxic Atmosphere, Inappropriate Jokes or Comments, Disparaging Comments on Social Media, Inappropriate Work Relationships.

**SEXUAL HARASSMENT:** Sending Unsolicited Naked Pictures, Indecent Recording or Broadcasting, Nonconsensual Kissing or Touching, Indecent Exposure, Indecent Viewing, Bullying or Hazing, Retaliation, Stalking.

**SEXUAL ASSAULT:** Rape, Abusive Sexual Contact, Aggravated Sexual Contact.

Other signs: Cat Calls, Sexual Innuendos, Cornering or Blocking, Sexually Oriented Cadence, Unsolicited Sexually Explicit Texts or Emails.

Leader engagements and intervention opportunities occur throughout the continuum. Report incidents of sexual harassment or sexual assault to a Sexual Assault Response Coordinator (SARC) or Victim Advocate (VA).

### PREVENTION

- Communicate your boundaries.
- You have the right to say "no."
- Drink responsibly and have a plan.
- Travel with friends or in a group.
- If you see something, step up and intervene.
- Achieve consent.
- Safeguard each other.

### BYSTANDER INTERVENTION PROCESS

WHAT IF IT WAS YOUR FAMILY MEMBER OR FRIEND?

- NOTICE THE EVENT.
- INTERPRET THE EVENT AS A PROBLEM.
- ACCEPT PERSONAL RESPONSIBILITY TO DO SOMETHING.
- DECIDE HOW TO INTERVENE USING THE 3DS:

- DIRECT:** Address the perpetrator, remove people from the situation.
- DISTRACT:** Change the subject, ask someone to do something, mention that someone is coming.
- DELEGATE:** Arrange for someone to intervene or take people out of the situation.

- TAKE ACTION!

# Slide 26: GTA

### 5. SEXUAL HARASSMENT

**DEFINITION**  
Unwelcome sexual advances, requests for sexual favors, verbal comments, and physical conduct of a sexual nature where submission to or rejection of them can impact or interfere with someone's job, pay, or career. Guidelines apply 24/7, on or off installation.

**TWO TYPES**  
**QUID PRO QUO:** Conditions placed on a person's career or terms of employment in return for sexual favors.  
**HOSTILE ENVIRONMENT:** When personnel are subjected to offensive, unwanted, and unsolicited comments or behaviors of a sexual nature.

**THREE CATEGORIES**  
**VERBAL:** Jokes, comments, whistling, or pet names.  
**NON-VERBAL:** Staring, displays, messaging, or music.  
**PHYSICAL CONTACT:** Touching, cornering, or kissing.

**COMPLAINT OPTIONS**  
**ANONYMOUS:** Encourages reporting and keeps anonymity.  
**INFORMAL:** File complaints with a full-time brigade-level SARC.  
**FORMAL:** File complaints with commanders/SARCs (soldiers) or Equal Employment Opportunity office (Civilians).

**SEXUAL HARASSMENT** is punishable with the full range of administrative, non-judicial, and judicial actions.

### 6. SEXUAL ASSAULT

**DEFINITION**  
Intentional sexual contact characterized by the use of force, threats, intimidation, abuse of authority, or when the victim does not or cannot consent. Guidelines apply 24/7, on or off installation.

**CONSENT:** A freely given agreement to the conduct at issue by a competent person.

- An expression or lack of consent through words or conduct means there is no consent.
- Lack of verbal or physical resistance or submission resulting from the use of force, threat of force, or placing another person in fear does not constitute consent.
- Current or previous dating, social or sexual relationships, or the manner of the person's dress does not constitute consent.
- A sleeping, unconscious, or incompetent person cannot consent.
- All the surrounding circumstances should be considered in determining whether or not a person gave consent.

**SEXUAL ASSAULT** is a crime and punishable by both the Uniform Code of Military Justice (UCMJ) and/or civilian law.

### 7. SERVICES

RESTRICTED REPORT	UNRESTRICTED REPORT
<ul style="list-style-type: none"> <li>Access to medical, advocacy, legal, and counseling services.</li> <li>Receive the Sexual Assault Forensic Examination (SAFE).</li> <li>Control the release of personal information.</li> <li>Can change to an unrestricted report at any time.</li> <li>Special victims' counsel.</li> <li>CATCH Program</li> </ul>	<ul style="list-style-type: none"> <li>Access to medical, advocacy, legal, and counseling services.</li> <li>Receive the SAFE.</li> <li>Alleged offender may be held accountable.</li> <li>Command support.</li> <li>Can receive protective order (military protective order [MPO] or civilian protective order [CPO]).</li> <li>Special victims' counsel.</li> </ul>
<p><b>LIMITATIONS</b></p> <ul style="list-style-type: none"> <li>The alleged offender will not be held accountable.</li> <li>Ineligible for expedited transfer or reassignment.</li> <li>No command support.</li> <li>Cannot receive a protective order.</li> <li>Chaplains and special victims' counsel cannot file a report, but information shared remains confidential.</li> </ul>	<p><b>LIMITATIONS</b></p> <ul style="list-style-type: none"> <li>More people will know about the sexual assault.</li> <li>The investigation may require discussion of personal matters.</li> <li>Cannot change to a restricted report.</li> </ul>
<p><b>EXPANDED RESTRICTED REPORTING OPTION</b> Restricted reporting option is always available, unless the victim has directly disclosed the assault to law enforcement or if they had already filed an unrestricted report for the same incident. Soldiers may elect the Restricted reporting option even if they have disclosed to their chain of command.</p>	

### 8. ALCOHOL AND CONSENT FOR SEX

- Sexual acts or contact with a person when you know, or reasonably should have known, that the person is incapable of consenting due to drug or intoxicant impairment is a crime.
- The UCMJ states that a person is incapable of consenting to sex when they cannot describe the nature of the conduct, are physically incapable of declining participation, or cannot communicate unwillingness to engage in the sexual conduct.
- There is no specific amount of alcohol that causes a person to be incapable of consenting under the law.
- It is incorrect to say that a person with a certain blood alcohol content level is incapable of consenting.
- It is incorrect to say that a person who has consumed any alcohol is incapable of consenting.
- Sexual assault reports that involve alcohol and the ability to consent will depend on the unique facts and circumstances of each case. There is no standard-defining rule.

### 9. EXPEDITED TRANSFERS

**A.** Sexual assault victims who file an unrestricted report can request expedited transfer for reassignment using Department of Army (DA) Form 4387, Personnel Action, from their current unit to another unit on the same or different installation.

**B.** Sexual assault victims who file an unrestricted report can request expedited transfer for reassignment using Department of Army (DA) Form 4387, Personnel Action, from their current unit to another unit (company, battalion, brigade or division) on the same or different installation.

**C.** Sexual assault victims who file an unrestricted report can request expedited transfer for reassignment using Department of Army (DA) Form 4387, Personnel Action, from their current unit to another unit:

- Unit of same or different installation.
- Battalion within the same brigade.
- Company within the same battalion.
- Brigade within the same division.

Commanders (battalion or above) have 5 Calendar days to recommend approval or disapproval. If disapproval final disapproval MUST be denied by the first GO within the CoC.

### SHARP LINKS

**SHARP LEARNING PORTAL**  
[www.sharplearningportal.army.mil](http://www.sharplearningportal.army.mil)

**ARMY SEXUAL HARASSMENT/ASSAULT RESPONSE & PREVENTION (SHARP)**  
[www.armyrealience.army.mil/sharp](http://www.armyrealience.army.mil/sharp)

**DEPARTMENT OF DEFENSE (DOD) SAFE HELPLINE**  
[www.safehelpline.org](http://www.safehelpline.org)

**DOD SEXUAL ASSAULT PREVENTION AND RESPONSE**  
[www.saprr.mil](http://www.saprr.mil)

**ARMY CRIMINAL INVESTIGATION COMMAND**  
[www.cid.army.mil](http://www.cid.army.mil)

**NATIONAL GUARD BUREAU**  
[www.nationalguard.mil/leadership/joint-sharp/3/3A/PB](http://www.nationalguard.mil/leadership/joint-sharp/3/3A/PB)

**HELPING AN EMPLOYEE RECOVER FROM AN ASSAULT**  
[www.opm.gov/policy-data-oversight/worklife/reference-material/trumaticevents.pdf](http://www.opm.gov/policy-data-oversight/worklife/reference-material/trumaticevents.pdf)

**DEPARTMENT OF VETERANS AFFAIRS**  
[www.va.gov/health-care/health-needs-conditions/military-sexual-trauma](http://www.va.gov/health-care/health-needs-conditions/military-sexual-trauma)

### 10. RETALIATION

**DEFINITION**  
Retaliation includes the following actions against the victim, SHARP Professional and/or witnesses): Categories are:

- Reprisal - Wrongfully taking or threatening to take adverse personnel action, or withholding or threatening to withhold favorable personnel action against a person who reports or plans to report an offense.
- Coercion - Including a person from social acceptance, privilege, or friendship.
- Acts of cruelty, oppression, or mistreatment.


**REFERENCE:**  
AR 600-20, Army Command Policy, 20 July 2020

Distributed by: **atsc**  
Army Training Support Center ..... GTA 19-11-001

Slide 27: Check on Learning Tri-Fold

## Check on Learning Tri-Fold

INSERT UNIT-SPECIFIC INFORMATION HERE



SHARP Links

DoD Safe Helpline - Sexual Assault Support for the DoD Community  
<https://www.safehelpline.org/>  
 1-877-995-5247

Directorate of Prevention, Resilience, and Readiness Website  
<https://www.armyresilience.army.mil>

DoD Sexual Assault Prevention and Response (SAPR) Website  
<https://www.sapr.mil>

SHARP Academy – SHARP Learning Portal  
[www.sharplearningportal.army.mil](http://www.sharplearningportal.army.mil)


Army Criminal Investigation Command (CID)  
<https://www.cid.army.mil/>

National Guard Bureau (NGB)  
<https://www.nationalguard.mil/Leadership/Joint-Staff/-1/SAPR/>


Helping an Employee Recover from an Assault  
<https://www.opm.gov/policy-data-oversight/worklife/reference-materials/traumaticevents.pdf>

Department of Veterans Affairs  
<https://www.vets.gov/health-care/health-conditions/military-sexual-trauma/>

@ArmyResilience



SHARP Annual Refresher Training  
Check-on-Learning  
Trifold



SEXUAL ASSAULT. SEXUAL HARASSMENT.  
**NOT IN OUR ARMY.**

TOGETHER. THIS WE'LL DEFEND.

Slide 28 Check on Learning Tri-Fold

## Check on Learning Tri-Fold

Module 1: Prevention

1. Prevention of sexual harassment (SH) and sexual assault (SA) in the Army is a \_\_\_\_\_ effort that starts with \_\_\_\_\_

2. What are three indicators of a healthy relationship vs. an unhealthy relationship?

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

3. List some examples of how SH and SA impact a professional work environment.

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

Module 2: Bystander Intervention

4. Bystander Intervention Process five steps:

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

5. List the Bystander Intervention 3Ds:

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

Module 3: Sexual Harassment

6. Sexual Harassment involves conduct that involves and is perceived as:

a. \_\_\_\_\_

b. \_\_\_\_\_

7. Army policy on sexual harassment applies to Soldiers 24/7 and on- or off-post. T / F

8. The three categories of sexual harassment:

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

9. The two types of sexual harassment:

a. \_\_\_\_\_

b. \_\_\_\_\_

10. What are the three options to report a Sexual Harassment:

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

Module 4: Sexual Assault

11. A person who is asleep, unconscious, or incompetent (incapable of consenting due to intoxication) cannot consent to sex. T / F

12. DA Civilians can file two types of sexual assault reports:

a. \_\_\_\_\_

b. \_\_\_\_\_

13. A freely given agreement to sex by a competent person is:

\_\_\_\_\_

14. The two types of sexual assault reporting options for Army Soldiers:

a. \_\_\_\_\_

b. \_\_\_\_\_

Module 5: Retaliation

15. Three actions that constitute retaliation:

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

16. If you want to report retaliation, who can you report it to?

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

## Slide 29: Check on Learning Tri-Fold

Check on Learning Tri-Fold Answer		
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;">Module 1: Prevention</p> <p>1. Prevention of sexual harassment (SH) and sexual assault (SA) in the Army is a <u>team</u> effort that starts with <u>You</u>.</p> <p>2. What are three indicators of a healthy relationship vs. an unhealthy relationship?            a. <u>Trust</u>            b. <u>Respect</u>            c. <u>Honesty</u></p> <p>3. List some examples of how SH and SA impact a professional work environment.            a. <u>Loss of Manpower</u>            b. <u>Destroys unit cohesion</u>            c. <u>Distrust within the unit</u></p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;">Module 2: Bystander Intervention</p> <p>4. Bystander Intervention Process five steps:            a. <u>Notice the event</u>            b. <u>Interpret the event as a problem</u>            c. <u>Accept responsibility for doing something</u>            d. <u>Decide how to intervene</u>            e. <u>Take action</u></p> <p>5. List the Bystander Intervention 3Ds:            a. <u>Direct</u>            b. <u>Distract</u>            c. <u>Delegate</u></p> </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;">Module 3: Sexual Harassment</p> <p>6. Sexual Harassment involves conduct that involves and is perceived as:            a. <u>Unwelcome sexual comments/gestures</u>            b. <u>Hostile or offensive by a reasonable person</u></p> <p>7. Army policy on sexual harassment applies to Soldiers 24/7 and on- or off-post. <span style="float: right;">T / F</span></p> <p>8. The three categories of sexual harassment:            a. <u>Verbal</u>            b. <u>Non-Verbal</u>            c. <u>Physical Contact</u></p> <p>9. The two types of sexual harassment:            a. <u>Quid Quo Pro</u>            b. <u>Hostile Environment</u></p> <p>10. What are the three options to report a Sexual Harassment:            a. <u>Anonymous</u>            b. <u>Informal</u>            c. <u>Formal</u></p> </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;">Module 4: Sexual Assault</p> <p>11. A person who is asleep, unconscious, or incompetent (incapable of consenting due to intoxication) cannot consent to sex. <span style="float: right;">T / F</span></p> <p>12. DA Civilians can file two types of sexual assault reports:            a. <u>Unrestricted Report</u>            b. <u>Restricted Report</u></p> <p>13. A freely given agreement to sex by a competent person is:  <u>Consent</u></p> <p>14. The two types of sexual assault reporting options for Army Soldiers:            a. <u>Restricted Reporting</u>            b. <u>Unrestricted Reporting</u></p> </div> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">Module 5: Retaliation</p> <p>15. Three actions that constitute retaliation:            a. <u>Adverse/Unfavorable Personnel Action</u>            b. <u>Ostracism</u>            c. <u>Acts of Cruelty, Oppression, &amp; Maltreatment</u></p> <p>16. If you want to report retaliation, who can you report it to?            a. <u>Chain of Command</u>            b. <u>Inspector General (IG)</u>            c. <u>SARC or VA</u></p> </div>

## Slide 30: Participant Groups/Facilitator Guidance

Participant Groups/Facilitator Guidance
<p>1-6. Participant Groups.            This training is best suited for small groups (recommend no more than 30), who actively participate in discussion with a leader prepared to facilitate an interactive, open forum.            If contract personnel are mandated through their contract vehicle to participate in SHARP Annual Refresher Training proper coordination must occur through their Contracting Officer Representative (COR).</p> <p>1-7. Facilitator Guidance.            Properly prepared leaders who are responsible for conducting annual SHARP training are critical to successful execution. Not only are leaders charged with presenting the material, but it is their responsibility to ensure the audience participates in the training. This training involves complex issues and topics that participants may find uncomfortable or be unwilling to discuss. Therefore, the leader must be knowledgeable and apply sound judgement during execution. Annex C provides an outline and information on conducting a "Train the Trainer" (T3) event for unit leaders and Civilian supervisors to ensure they are properly prepared to present the material in this TSP.</p> <p>The following are several discussion techniques that can be utilized during the training:</p> <ul style="list-style-type: none"> <li>• Ask open-ended questions to get all participants actively engaged</li> <li>• Be open and accepting of participant responses</li> <li>• Provide positive feedback for any participants joining the discussion</li> <li>• Control your own biases</li> </ul>

## Slide 31: Facilitator Traits

### Facilitator Traits

- *Share Personal Experiences (SHARP Topics)*
- *Be a Sales-Men/Women*
- *The Messenger is Often More Important Than the Message*
- *Know your Content*
- *Be comfortable Talking About Uncomfortable Topics*
- *Have Passion for What you're Presenting*

## Slide 32: Leading the Training

### Leading The Training

#### 1-8. Leading the Training.

In accordance with the AR 600-20, leaders must lead SHARP Annual Refresher Training. It is strongly recommended that leaders have the assistance of actively certified SHARP professionals present to assist with SHARP specific training questions. Leaders include Officers, Non-commissioned Officers, Warrant Officers, and DA Civilian Supervisors serving at the first-line leadership level (squad, crew, and section) or higher

## Slide 33: Training Leader Do's/Do not's

Training Leader Do's / Do not's	
Do	Do Not
<ul style="list-style-type: none"><li>• Prepare and rehearse so that you can focus your attention on the audience, rather than on reading the materials during training</li><li>• Attempt to get all participants actively engaged in the discussion</li><li>• Ensure a safe, respectful, and conducive learning environment</li><li>• Remain open and accepting to participant responses</li><li>• Provide context to the training by helping participants understand the linkage to the Army Values, cohesion, trust, and the Army Profession</li><li>• Utilize the vignettes and references provided</li><li>• Always speak like there is a victim in the room</li><li>• Always speak like there is an offender in the room</li></ul>	<ul style="list-style-type: none"><li>• Attempt to interpret or speculate on legal, medical, or other specialized topics; leave legal discussions to staff judge advocates, medical discussions to physicians and mental health providers, etc.</li><li>• Mix topics randomly among the modules</li><li>• Voice opinions; instead provide policy and fact-based responses</li><li>• Discuss cases that you may be aware of or have been involved with, or use them as a source for the training</li></ul>

## Slide 34: Other Considerations

Other Considerations
<ul style="list-style-type: none"><li>➤ Leaders should address the sensitive nature of the content at the start of each presentation to prevent unintentional disclosure of a sexual assault, as well as provide acknowledgement that victim sensitivity and care are top priorities of the Army.</li><li>➤ Leaders should also remind the audience not to disclose an act of sexual harassment or sexual assault during the training but to contact a SARC or VA in order to protect their rights and privacy.</li><li>➤ <b>Recommend leaders issue the following cautionary statement prior to training:</b> <b>Sensitive Content Warning:</b> This training does not intend to re-victimize, initiate unwanted emotional responses, or inflict psychological stress on anyone. The nature of this content may be disturbing. This training contains elements that may be offensive or likely to induce high levels of emotional response or psychological stress in some participants. Attendees may choose to not participate in the discussion or vignette exercise and can also step away from the training if they are uncomfortable with sexually suggestive content and language but must step back in after those activities are complete.</li><li>➤ Individuals seeking exemption from the mandatory group FTF SHARP training may work with their Commander and/or Supervisor and the SARC to coordinate exemption or an alternative form of training. Individuals exempted from FTF training will conduct one-on-one training as determined by the Commander and the SARC.</li></ul>

## Slide 35: Training Accountability

### Training Accountability

- Training completion will be recorded and maintained in the Digital Training Management System (DTMS) in accordance with AR 350-1. Entry into DTMS occurs once all five training modules have been completed by an individual. Enter training completion under DTMS code 150S-SHA-0100.

## Slide 36: Additional SHARP Training Tools

### Additional SHARP Training Tools

#### 1-11. Additional SHARP Training Tools.

A comprehensive approach to both prevention and response requires multiple, reinforcing efforts tailored to the unit/organization and its environment. SHARP Annual Refresher Training provides foundational knowledge and skills, so additional activities should be considered as part of the unit/organization annual training plan. More unit-level SHARP training resources may be accessed via the following locations:

ATN: <https://atn.army.mil/sharp> (CAC-enabled)

SHARP Learning Portal: <https://sharplearningportal.army.mil> (public-facing)

MilSuite: <https://milsuite.mil> (CAC-enabled; search "SHARP Academy")

YouTube: <https://www.youtube.com/channel/UCSLzqYmFznj0P-LdkQgWJag/videos>

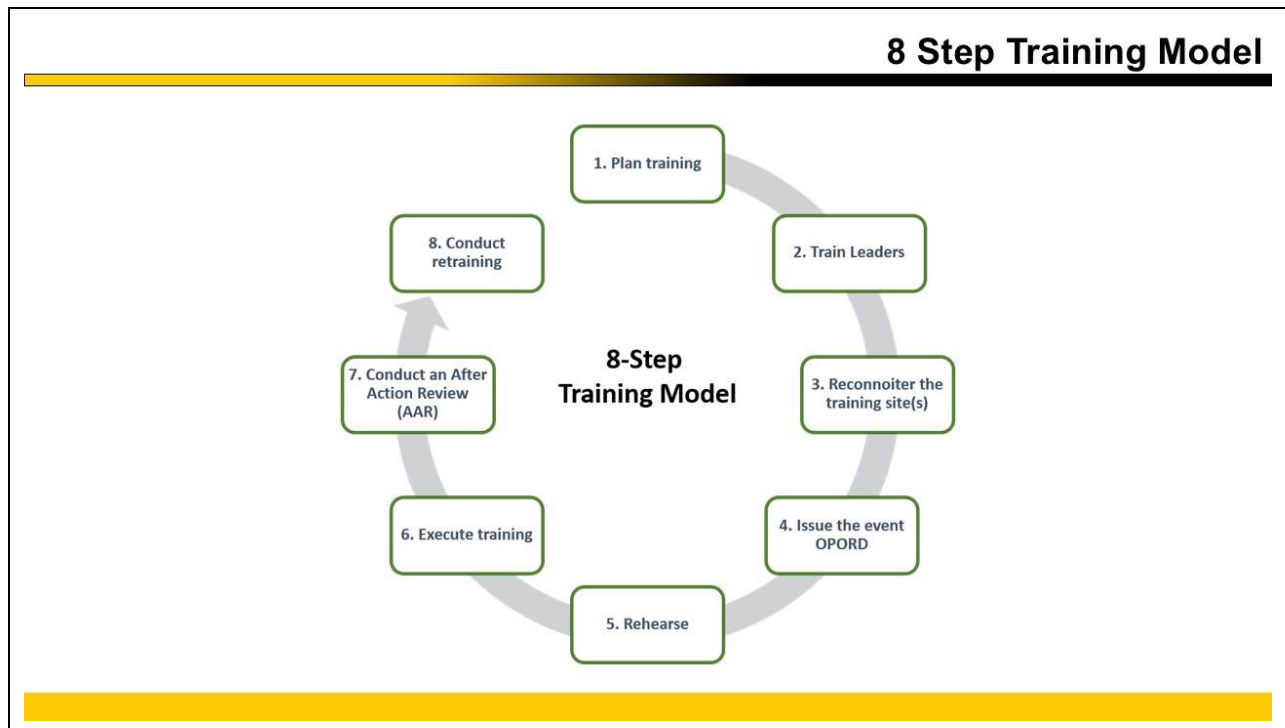
## Slide 37: Army 8 Step Training Model

### Army 8 Step Training Model

2-1. Army 8-Step Training Model.  
As with any training event, unit leaders should follow the Army Operations Process of Plan, Prepare, Execute, and Assess. Within that context, applying the 8-Step Training Model represents the preferred means of planning and executing SHARP Annual Refresher Training to ensure that all aspects are addressed from the planning stages through the retraining phase.

The 8-Step Training Model provides a flexible and effective methodology for developing, planning, and executing the SHARP Annual Refresher Training

## Slide 38: ARMY 8 Step Training Model





## Slide 39: Section IV- DA Civilian Sexual Harassment

### Section IV- DA Civilian Sexual Harassment

DA Civilians have two complaint options under Equal Employment Opportunity (EEO), but any DAC can go to a commander and report sexual harassment under 10 USC 1561.

- Pre-Complaint – Process when an individual contacts EEO and exhibits intent to proceed with the complaint process. EEO helps to resolve the complaint.
- Formal Complaint – Process that involves a formal investigation of complaint.

Civilians must contact the EEO office within 45 calendar days of becoming aware of the sexual harassment to initiate the complaint process.

Complainants have the right to pursue administrative remedies through the EEO complaint process.

- DA Civilians have the right to sue
- DA Civilians are protected from retaliation (reprisal) for their EEO activity under federal law (Reference: AR 690-600)

## Slide 40: Section IV- DA Civilian Sexual Assault

### Section IV - DA Civilian Sexual Assault

#### Sexual Assault

- DA Civilians who are victims of sexual assault have the option to file a **Restricted or Unrestricted Report**.
- DA Civilians electing to make a report of sexual assault using a DD Form 2910-8 (Reporting Preference Statement for DoD Civilian Employees to Report Adult Sexual Assault within the SAPR Program) are eligible to receive victim advocacy services from SARCs and VAs. These services **do not** include expedited transfers nor any medical entitlements or legal services that DA Civilians are not already authorized by law or policy.
- If a DA Civilian reports experiencing retaliation associated with their Unrestricted Report of sexual assault, the victim has the ability to file a report of retaliation using DD Form 2910-2 (Retaliation Reporting Statement for Unrestricted Sexual Assault Cases). The SARC or VA will assist with the DD Form 2910-2. Organizations will comply with collective bargaining obligations, as applicable.
- Veterans are provided free confidential counseling and treatment at the Veterans Affairs Medical Center (VAMC)
- Crime Victims Compensation (SARC and VA can provide contact information)
- SARCs and VAs are always available to:
  - Discuss options
  - Provide POCs for local civilian resources
  - Provide referrals to Employee Assistance Program (EAP) and Equal Employment Opportunity (EEO) offices

Below is a visual depiction of the basic services and support a DA Civilian may be eligible, but not every duty position/status/location could be captured. Please consult with your servicing SARC/VA for specific assistance.

Slide 41: Section IV DA Civilian Resources

Section IV DA Civilian Resources						
	SARC/VA Services	DD Form 2910	DD Form 2910-8	Immediate, Emergent Medical Care @ MTF	Chaplain	Special Victim Counsel
<b>CONUS</b>						
Army Civilian	X <sup>1</sup>		X	X	X	X <sup>2</sup>
Army Civilian who is a SM's dependent 18 years old and older	X	X		X	X	X
Army Civilian's dependents 18 years old and older				X	X	X <sup>2</sup>
Contractor				X	X	
<b>OCONUS</b>						
Army Civilian	X <sup>1</sup>		X	X <sup>3</sup>	X	X <sup>2</sup>
Army Civilian who is a SM's dependent 18 years old and older	X	X		X	X	X
Army Civilian's dependents 18 years old and older	X <sup>1</sup>	X <sup>4</sup>		X <sup>3</sup>	X	X <sup>2</sup>
Contractor	X <sup>1</sup>	X <sup>4</sup>		X <sup>3</sup>	X	X <sup>2</sup>

**Figure 4-1. Civilian Reporting Options/Resources**

<sup>1</sup> Limited SARC & VA services  
<sup>2</sup> SVC representation only when the Army has jurisdiction over the accused for criminal or adverse admin actions.  
<sup>3</sup> Can also include SAFE exam, but not follow on care  
<sup>4</sup> Can only elect unrestricted reporting option

Slide 42: Possible Consequences for DA Civilians

Possible Consequences for DA Civilians	
<b>Sexual Harassment</b>	
<ul style="list-style-type: none"> <li>• Civilian consequences can range from administrative actions to termination.</li> <li>• Involving a Subordinate Offense – 1 day suspension to removal for first offense, 10-day suspension to removal for second offense, and 30-day suspension to removal for third offense.</li> <li>• Not involving a Subordinate – Written reprimand to 30-day suspension for first offense, 5-day suspension to removal for second offense, and 10-day suspension to removal for third offense. (Reference: AR 690-700, Table 1-1)</li> </ul>	
<b>Sexual Assault</b>	
<ul style="list-style-type: none"> <li>• 18 USC 2241 – Aggravated Sexual Abuse, with a maximum punishment of life in prison.</li> <li>• 18 USC 2242 – Sexual Abuse, with a maximum punishment of life in prison.</li> <li>• 18 USC 2243 – Sexual Abuse of a Minor or Ward, with a maximum punishment of 15 years in prison.</li> <li>• 18 USC 2244 – Abusive Sexual Contact, with a maximum punishment of 2 years to life in prison.</li> <li>• 18 USC 2245 – Sexual Abuse Resulting in Death, with a maximum punishment of death, life in prison.</li> </ul>	

## Slide 43: Vignette

**Vignette**

**Section V**

**5-1. Vignette 1 – Battalion Motor Pool PCC/PCIs**

**Section VI**

**6-1. Civilian Vignette 1 – I Can't Work like this**

**Section VII**  
**USAREC SHARP Vignettes**

\*Use the associated video within each vignette to guide discussions.

**7-1. USAREC Vignette 1 – Sexting**

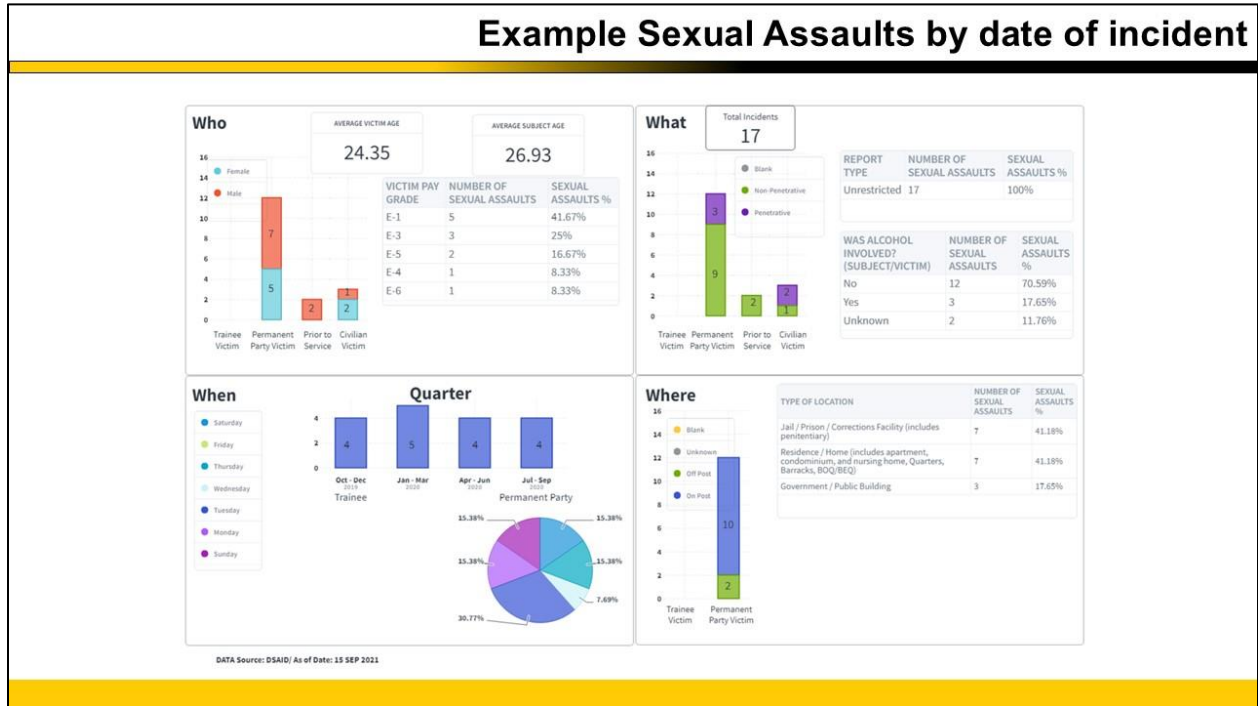
## Slide 44: Annex A (SHARP Videos)

**Annex A (SHARP Videos)**

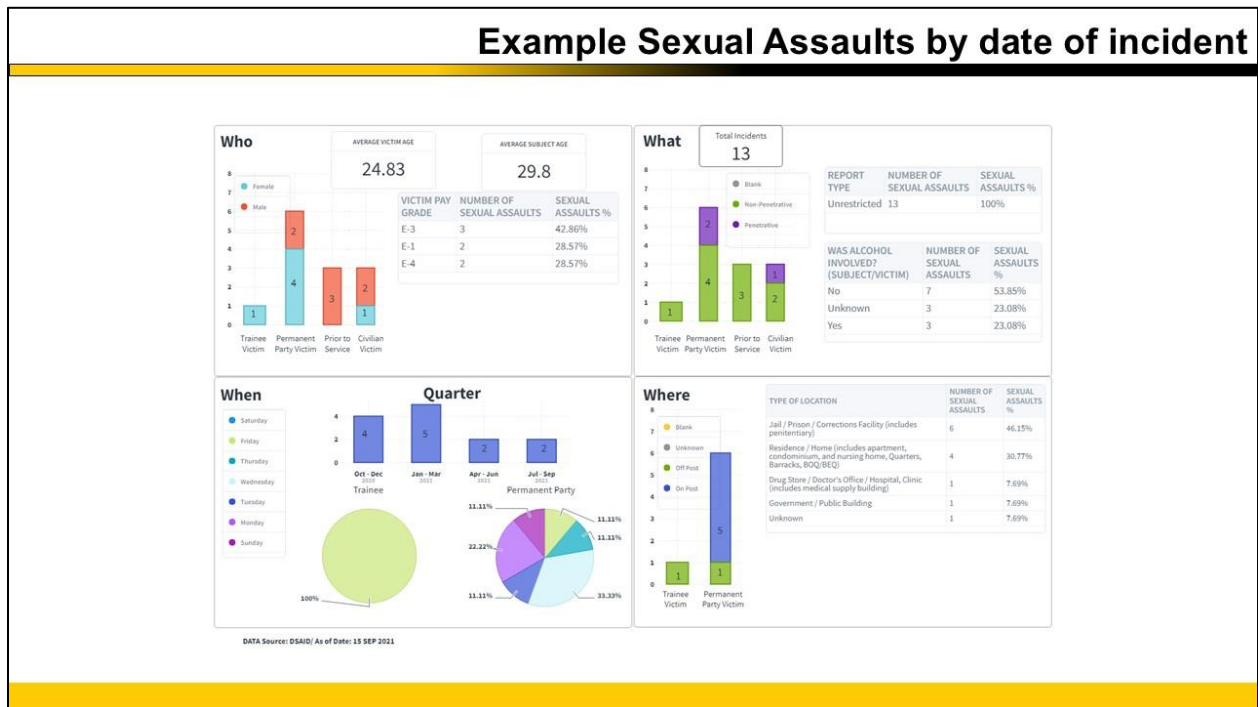
**Annex A**  
**Approved SHARP Video Resources**

Consent <a href="https://youtu.be/vVtRjR96dPk">https://youtu.be/vVtRjR96dPk</a>	What Should You Do? (Soldier) <a href="https://youtu.be/4p5VTR4OREs">https://youtu.be/4p5VTR4OREs</a>
Sexual Harassment Complaints 101 <a href="https://youtu.be/zqiNjtEPOq0">https://youtu.be/zqiNjtEPOq0</a>	Hazing <a href="https://youtu.be/KWkNLJSYGso">https://youtu.be/KWkNLJSYGso</a>
Retaliation <a href="https://youtu.be/dmhac1u5WcY">https://youtu.be/dmhac1u5WcY</a>	Online Conduct <a href="https://youtu.be/zZwbsp4TE-M">https://youtu.be/zZwbsp4TE-M</a>
Commander's Tool Kit <a href="https://youtu.be/MWCt1RTCNyA">https://youtu.be/MWCt1RTCNyA</a>	Many Faces of Sexual Assault <a href="https://youtu.be/ItMphaqDOE8">https://youtu.be/ItMphaqDOE8</a>
Risking Readiness <a href="https://youtu.be/JGIV-xNG1E8">https://youtu.be/JGIV-xNG1E8</a>	Male Sexual Assault <a href="https://youtu.be/UiJPSXNBfMA">https://youtu.be/UiJPSXNBfMA</a>
Sexual Assault Reporting 101 <a href="https://youtu.be/ptrD6h3N8HE">https://youtu.be/ptrD6h3N8HE</a>	Special Victim Capability <a href="https://youtu.be/kaCaYpRWvRA">https://youtu.be/kaCaYpRWvRA</a>
Drugs, Alcohol & Sexual Assault <a href="https://youtu.be/byZuKGeMgRY">https://youtu.be/byZuKGeMgRY</a>	Continuum of Harm <a href="https://youtu.be/iPtKCY0IVoo">https://youtu.be/iPtKCY0IVoo</a>

### Slide 45: Example Sexual Assaults by date of incident



### Slide 46: Example Sexual Assaults by Date of Incident



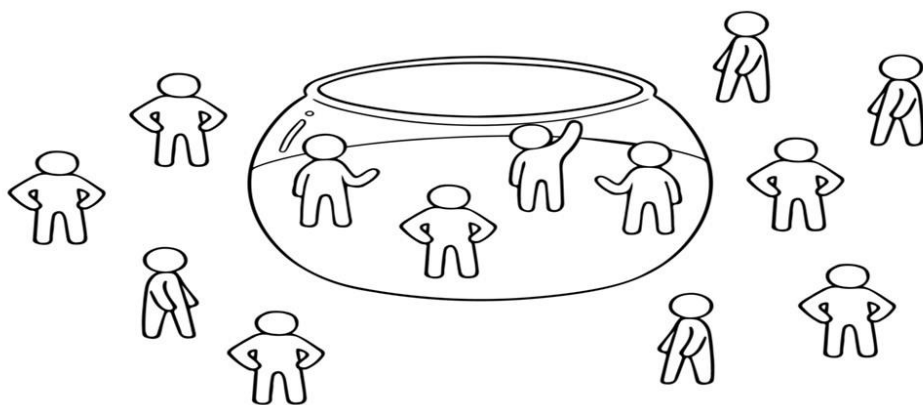
## Slide 47: SHARP Professionals

### SHARP Professionals

- Post pictures and contact information of SHARP professionals from your post.
- Include the SHARP Hotline

## Slide 48: Fishbowl TSP Facilitation

### Fishbowl TSP Facilitation



## Slide 49: Unit Leader LED TSP Facilitation

### Unit Leader LED TSP Facilitation

- Unit Leaders will now take turns facilitating the TSP utilizing 1 of the 5 Modules using 1 vignette and check on learning questions from the trifold.
- *Upon completion of each module, an AAR will take place.*
- *All personnel will provide feedback to their peers upon completion of their facilitation.*
- *Each Unit Leader should conduct all 5 Modules prior to completion.*
- *Each Module should last anywhere from 15 to 25 minutes.*

## Slide 50: Unit AAR

### Unit AAR

- Conduct AAR after your T3 Training Event.
  - What Was Supposed to Happen
  - What Happened
  - What went well / What could be improved

## Sample Tasking Order

### XXXXXX TASKING ORDER

**Suspense: Multiple**  
**Publish DTG: 181400JUN24**

**SUBJECT: XXXX TASKORD G3IN21-173** FY25 SHARP Annual Refresher Training the Trainer (T3) Training

**1. SITUATION.** The FY25 SHARP Annual Refresher TSP requires unit leaders to conduct training in small groups with the assistance of a Sexual Harassment/Assault Response Prevention (SHARP) sexual assault response coordinator (SARC) or victim advocate (VA) using the approved graphic training aid (GTA).

**2. MISSION.** In accordance with Army Directive 2018-23 “Improving the Effectiveness of Essential and Important Army Programs” unit leaders/trainers will lead SHARP Annual Refresher Training with the assistance of SHARP professionals (SARC/VA) for their assigned personnel, Soldiers and DA Civilians and provide accurate and timely documentation of training using Digital Training Management System (DTMS). In support of the pilot, identified unit leaders/trainers will attend one of the scheduled T3 training sessions.

### **3. EXECUTION.**

#### **3.A. Suspense: MULTIPLE**

**3.A.1. NLT XXXXXXXX,** Commanders will complete Annex A (T3 schedule) and send to \_\_\_\_\_

**3.A.2. XXXXXXXX – XXXXXXXX,** SHARP Professionals will conduct the T3 training for all identified unit leaders/trainers on the new FY25 SHARP TSP and GTA.

**3.A.3. XXXXXXXX – XXXXXXXX,** Identified and trained unit leaders/trainers will conduct the FY25 SHARP TSP Annual Refresher Training and capture After Action Review (AAR) comments on the training.

**3.A.4. NLT XXXXXXXX,** SHARP professional that lead the T3 Training will submit written AAR comments to the Installation Lead SARC and G-3 training section.

#### **3.B. Concept of Operations.**

**3.B.1.** Commanders/Directors (or equivalent) will identify unit leaders/trainers to send to the T3 training event.

**3.B.2.** Commanders/Directors (or equivalent) have discretion on how annual refresher training will be delivered within their unit/organization. Each training module will be conducted in person using leader led, small group facilitated discussion. Personnel trained during the FY25 SHARP Annual Refresher Training T3 will be compliant and fully trained for FY25 SHARP annual refresher training in DTMS.

**3.B.3.** SHARP annual refresher training will focus on sexual harassment/assault, bystander intervention, risk reduction, prevention and relationship indicators. IAW Army Directive 2018-23 SHARP professional will be present during training to assist leaders in training or those in attendance.

**3.B.4.** SHARP Annual Refresher Training materials are located on Army Training Network at <https://atn.army.mil> or the SHARP Learning Portal at <https://sharplearningportal.army.mil/>

### **3.C. Tasks.**

**3.C.1. Acknowledge.** All organizations will reply via SharePoint within two working days and will send POC information to the XXXXX G3 Tasking Mailbox: [XXXXXXXXX!](#) and to XXXXXXXXXXX,XXXX.

#### **3.C.2. SHARP (Lead).**

**3.C.2.a. XXXXXXX – XXXXXXX,** SHARP POC will conduct train the trainer (T3) for all identified unit leaders/trainers on the FY25 SHARP TSP and GTA.

**3.C.2.b. NLT XXXXXXX,** SHARP lead POC will submit completed AAR to the Installation Lead SARC and G-33 training section.

#### **3.C.3. List units involved.....**

**3.C.3.a. NLT XXXXXXX,** Commanders will complete Annex A (T3 schedule) to identify the appropriate and capable Leaders to attend the T3 training for the FY25 SHARP TSP and GTA and submit to the SHARP POC.

**3.C.3.b.** There is no limit on the amount of personnel authorized to be trained. It would be beneficial to have as many qualified Leaders trained to create flexibility and continuity within your organization. Selected individuals will be responsible for preparing, rehearsing and executing the new FY25 SHARP TSP and GTA.

**3.C.3.c. XXXXXXX – XXXXXXX,** Trained unit leaders/trainers will conduct the new FY 25 SHARP TSP utilizing the GTA and resources on the Army Training Network or the SHARP Learning Portal.



**3.C.3.d. NLT 48hrs after SHARP training session,** submit AAR comments to the Installation Lead SARC. Written AAR comments will use the “Issue/Discussion/Recommendation” format.

**3.D. Coordinating Instructions.** Unit leaders will follow the Army Operations Process of Plan, Prepare, Execute, and Assess. Within that context, applying the 8-Step Training Model represents the preferred means of planning and executing Annual SHARP refresher training to ensure that all aspects are addressed from the planning stages through the retraining phase.

#### **4. ADMIN AND LOG.**

##### **4.A. Enclosures.**

**4.A.1.** Encl 1 - FY25 SHARP Annual Refresher TSP

**4.A.2.** Encl 2 - SHARP GTA and Check on Learning Tri-Fold

#### **5. COMMAND AND SIGNAL.**

**5.A. SHARP POC.** *Enter Name, Email, and Phone Number.*

**5.B. Originator.** G33 Taskings, *Enter Name, Email, and Phone Number.*




//S//

XXXX XXXXXX

Chief, Tasking's Division, G-33

HQ XXXX G-3/5/7

# Sample Annual Refresher Training CONOP

 <span style="float: right;">  </span> <h2 style="text-align: center;">19<sup>th</sup> ESC SHARP Pilot with 55<sup>th</sup> MP Co</h2>	
<p><b>Concept of the Operation:</b> 19<sup>th</sup> ESC to execute dedicated activities focused on the prevention of sexual harassment/assault in support of 8A Senior Commander directive and Army SHARP Academy (ASA) field test of FY22 SHARP Annual Refresher Training (ART) with 55<sup>th</sup> MP Co.</p> <p><b>Mission:</b> 19<sup>th</sup> ESC SHARP personnel to assist identified junior NCOs or junior Officers of 55<sup>th</sup> MP Co to conduct FY22 SHARP (ART) Pilot on 29 -30 Jun 21 at Camp Hovey SHARP 360 facility.</p> <p><b>CDRs Intent:</b> FY22 SHARP ART Pilot is leader-facilitated with SHARP Professional assistance.</p> <p><b>End State:</b> Attendees will have improved understanding of prevention, bystander intervention, and consent and provide feedback to ASA for improvements to training.</p>	<p style="text-align: center;"><b>GTA-19-11-001—SHARP Reference Card</b> (primary Training Aid for FY22 SHARP ART Pilot)</p> 
<p><b>Timeline:</b> 29-30 Jun 21: Camp Hovey SHARP 360 Facility (0900-1630) Reserved</p> <p><b>Uniform:</b> Duty Uniform</p> <p><b>Equipment:</b> Training materials provided by 19<sup>th</sup> ESC SHARP Team; Classroom equipment/space provided by Camp Hovey SHARP 360 Facility</p>	<p><b>Execution Plan</b> Round Robin format allows maximum of 5 personnel at each of 5 stations (1 per SHARP ART Pilot module) / all five modules of training takes about 90 minutes. Max capacity at any one time is 75 personnel. Allotted 15 -20 minutes per station. One or more modules must be completed. Attendees completing all 5 modules receive credit for completing 350-1 annual SHARP training requirement through unit DTMS administrator 55<sup>th</sup> MP Co to identify one junior leader (enlisted or officer) per module to provide training and provide SNL to 9<sup>th</sup> ESC SHARP office NLT 1500 on 22 Jun 21. Each identified leader will attend one pretraining session available via Army 365 to learn how to execute FY22 SHARP ART offered 23 and 25 Jun 21 at 0930-1100 and 1330 -1500 each day. Each module to be facilitated by 1 junior NCO or junior Officer and 1 SHARP Professional, totaling 5 Leaders and 5 SHARP Professionals 55<sup>th</sup> MP Co SHARP VA is requested to participate. <b>Module 1:</b> Panels 1-3 of GTA / <b>Module 2:</b> Panel 4 of GTA / <b>Module 3:</b> Panel 5 of GTA / <b>Module 4:</b> Panels 6-9 of GTA / <b>Module 5:</b> Panel 10 of GTA</p> <p><b>Key and Support Personnel</b> See Execution Plan</p>
<p><b>TEAM 19...EVERY SOLDIER COUNTS!</b></p> 