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NONCOMMISSIONED OFFICER LEADERSHIP CENTER OF EXCELLENCE
SERGEANTS MAJOR ACADEMY
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ATSS-CD

1 October 2025

MEMORANDUM FOR All Military and Department of the Army Civilians, the NCO Leadership Center of Excellence, Fort Bliss, Texas 79918-8002

SUBJECT: Policy Letter # 8 - Sexual Harassment/Assault Response and Prevention (SHARP) for Military and Civilian Personnel

1. References.

- a. Army Regulation 600-52 SHARP Program, 11 February 2025.
- b. Army Regulation 690-600 Equal Employment Opportunity Discrimination Complaints, 6 February 2025.
- c. Department of Defense (DoD) Instruction 1020.03 Harassment Prevention and Response in the Armed Forces, dated 8 February 2018, Incorporating Change 3, 17 January 2025.
- d. Department of Defense (DOD) Instruction 1020.04 Harassment Prevention and Response for DoD Civilian Employees, dated 30 June 2020, Incorporation Change, 17 January 2025.
- e. DoD Directive 6495.01, Sexual Assault Prevention and Response (SAPR) Program, 23 January 2012, Incorporating Change 6, 26 March 2025.
- f. DoD Instruction 6495.02 Volume 1, SAPR Program Procedures, dated 28 March 2013, Incorporating Change 9, 18 March 2025.
- g. FRAGORD 1 to HQDA EXORD 168-24, Establishment of Specially Trained Capability to Investigate Formal Sexual Harassment Complaints, 16 May 2024.
- h. Army Regulation 690-752 Civilian Personnel Disciplinary and Adverse Actions, 10 February 2022.
- i. Manual for Courts-Martial (MCM), 2024 Edition.

2. Applicability: This policy applies to all Service Members, DA Civilians, tenant activities, and Family members of NCOLCoE. It is punitive, and noncompliance constitutes a violation of Article 92 of the UCMJ for Service Members, subject to

disciplinary action. Civilian employees may face disciplinary action under Federal law, AR 690-752, and local regulations.

3. General. This memorandum reinforces NCOLCoE commitment to provide a safe environment for all members of the command. This policy promotes a command climate that encourages victims to report incidents of sexual harassment and sexual assault without fear, retribution, intimidation, or retaliation. People are our most valuable asset and the cornerstone to our readiness. Sexual harassment and sexual assault will not be tolerated.

a. The NCOLCoE SHARP program enforces a zero tolerance for sexual harassment and assault. These behaviors degrade mission readiness and violate Army Values.

b. NCOLCoE is dedicated to the SHARP program and expects all leaders to take personal responsibility for preventing sexual harassment and sexual assault. Units will post this policy and issue it to new personnel during in-processing.

4. Sexual Harassment.

a. Definition. The term "sexual harassment" means conduct that constitutes the offense of sexual harassment as punishable under Article 134. For individuals not subject to UCMJ, definitions can be found in Title 29 of the Code of Federal Regulations (CFR).

(1) That the accused knowingly made sexual advances, demands or requests for sexual favors or knowingly engaged in other conduct of a sexual nature.

(2) That such conduct was 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, either explicitly or implicitly, made 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; or

(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.

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

(e) 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.

(f) Any deliberate or repeated unwelcome verbal comments or gestures of a sexual nature by any member of the Armed Forces or civilian employee of the DoD.

(g) There is no requirement for concrete psychological harm to the victim 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 victim does perceive, the environment as hostile or offensive.

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

(i) The use of sexist and misogynistic language or behavior that targets any protected class contributes to a hostile environment 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.

(j) Leaders who fail to properly process sexual harassment complaints may be subject to punitive or adverse administrative action under UCMJ.

(3) Timing and location of act. The act constituting sexual harassment can occur at any location, regardless of whether the victim or accused is on or off duty at the time of the alleged act or acts. Physical proximity is not required, and the acts may be committed through online or other electronic means.

b. Reporting Sexual Harassment. Complaints of sexual harassment by service members or their Family members may be filed through the chain of command, the next higher echelon commander, a SARC, or the Inspector General. Civilian employees will file complaints through their management officials, Inspector General or the Equal Employment Office.

(1) Mandatory reporters of sexual harassment are –

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(a) Commanders at all levels. Commanders will ensure that all acts of sexual harassment of which they become aware are properly investigated.

(b) Anyone in the chain of command, including supervisors, first sergeants, and senior enlisted advisors (not required to be in the victim's chain of command). All individuals in a supervisory position are required to report all acts of sexual harassment of which they become aware.

(2) Requests for Direct Intervention.

(a) A Soldier may make a request for direct intervention, if the desired remedy for the aggrieving behavior can be achieved by peer intervention, counseling, or training. Requests for direct intervention will be made only to those individuals who are not in a supervisory or command position.

(b) SARCs and VAs can assist with understanding of options for direct intervention, but SHARP professionals will not intervene or confront the subject.

(c) Direct intervention cannot be used to address harassment that involves physical contact or attempted physical contact, quid pro quo or attempted quid pro quo, or where the subject is a superior and is in a superior-subordinate relationship. Additionally, criminal offenses under the UCMJ or local, state, Federal, or host nation law cannot be addressed through direct intervention and will be reported to commanders and the special agent-in-charge of the supporting United States Army Criminal Investigation Division (USACID) office.

(d) Confidential Report. A confidential report allows the victim to receive victims' services and assistance from the SARC and VA. This option does not allow a SHARP professional to confront the subject or resolve the sexual harassment.

(3) Types of Complaints: Formal and Anonymous.

(a) Formal complaint. Formal complaints, as outlined in AR 600-52, require documentation on DA Form 7746 and adherence to timelines. Victims are encouraged to file promptly to ensure sufficient information for investigation. Brigade commanders must appoint a school-trained sexual harassment investigating officer (SHIO) from outside the subject and victim's brigade to conduct the investigation, which must follow regulatory timelines.

(b) Anonymous complaint. An anonymous complaint is a report of sexual harassment from an unknown or unidentified source received by a commanding officer or supervisor, regardless of the means of transmission. The individual reporting the

information is not required to disclose any PII. Commanders will publicize and enable anonymous reporting through the NCOLCoE and 1AD Fort Bliss SHARP hotlines. SARC and VAs can provide information to assist victims in preparing an anonymous complaint so that it can be investigated. All anonymous complaints, even those that cannot be investigated, will be referred to the subject's brigade commander for evaluation.

(c) If the sexual harassment complaint describes a sex-based offense punishable under the UCMJ, the commander will refer the complaint to the USACID for investigation immediately.

(4) Involuntary Separation. Commanders will initiate involuntary administrative separation proceedings for Soldiers against whom there is a substantiated complaint of sexual harassment unless 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. This requirement will not interfere with a Soldier's right to appeal an administrative investigation substantiating a complaint of sexual harassment.

(5) Rehabilitation. Commanders may rehabilitate Soldiers with minor substantiated sexual harassment complaints, as determined by the approval authority in consultation with the staff judge advocate (SJA). If the conduct is deemed minor, administrative separation proceedings are not required.

5. Sexual Assault.

a. Definition. Sexual assault is a crime. Sexual assault is 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 UCMJ offenses: rape, sexual assault, aggravated sexual contact, abusive sexual contact, or attempts to commit these acts.

b. Two reporting options are available: Restricted and Unrestricted. For non-emergency situations, contact a SHARP professional (SARC or VA). Always call 911 if you or someone else are in immediate danger.

c. The NCOLCoE SHARP hotline 915-955-0215; 1AD Fort Bliss SHARP hotline 915-254-8991 and the DoD Safe Helpline 1-877-995-5247 are also manned 24/7 to respond to incidents of sexual assault.

(1) Restricted Reporting allows Soldiers, Family members (18 or older), and

Army Civilian Professionals who have experienced sexual assault to confidentially report to a SARC, VA, Chaplain, Healthcare Personnel, or Special Victim Counsel (SVC) and receive support services without initiating a formal investigation. The senior commander is notified of the report; the victim's identity remains confidential. Reporting is done on DD Form 2910.

(2) Unrestricted Reporting allows Soldiers, Family members (18 or older), and Army Civilians to report sexual assault through the chain of command or official channels, including law enforcement. This initiates a SARC response, providing medical care, a SAFE exam, resources, and DD Form 2910, while triggering an investigation. Once filed, an unrestricted report cannot be changed to restricted.

d. Response. Military and Civilian leaders will address sexual assault reports fairly and efficiently, prioritizing victim safety and wellbeing, and following procedures outlined in AR 600-52.

(1) Law Enforcement. Unrestricted reports will be investigated by law enforcement, protecting the rights of all involved. Civilian employees should report assaults to local authorities and may also report incidents involving military members to military law enforcement.

(2) Privacy. Commanders have a responsibility to ensure community safety and due process of law, but they must also recognize the importance of protecting the privacy of victims under their command.

(3) Victim's Commander's Package. Following a sexual assault report (Unrestricted Report with DD Form 2910), the SARC and or VA will prepare a package for the victim's commander within 24 hours, with the victim's consent regarding its contents. This package includes recommendations for immediate care, safety concerns, and potential retaliation issues.

(4) Monthly Updates. Commanders must provide unrestricted report victims with updates on investigations, legal proceedings, or other requests within 72 hours of the 1AD Fort Bliss Victim Care Review Board (VCRB) and continue monthly until the case is closed with a final disposition.

e. Victims' Rights. Victims have the right to fair and respectful treatment, protection from the accused, and timely notice of relevant hearings. They may also confer with prosecutors, seek restitution, be heard at key proceedings, submit statements, and receive information about the case's progress and the offender's status.

f. Catch a Serial Offender (CATCH) Program. Victims of sexual assault can

anonymously submit suspect information through restricted reports, unrestricted reports (if the offender is unknown to law enforcement), or no report to help the Department of Defense (DoD) identify serial offenders. Participation is voluntary and CATCH reports must be filed with the SARC or VA to ensure confidentiality.

6. Military Protection Orders (MPOs). When a commander determines an MPO is necessary (e.g., due to threat of harm), they will issue a DD Form 2873 to the subject Soldier and provide a copy to the protected individual(s) within 6 hours. The order will then be submitted to the Military Police for National Crime Information Center (NCIC) entry and shared with USACID and the SARC.

7. Reprisal. Leaders must ensure a safe reporting environment. Retaliation is prohibited under the UCMJ (Article 92) and will be addressed by the chain of command. Reports of retaliation can be made to the chain of command, SARC, VA, or Inspector General.

8. Training.

a. AR 600-52 Chapter 7: Leaders are responsible for delivering quality SHARP training to Soldiers and DA Civilians, enabling them to recognize and prevent sexual harassment and assault. This highlights the role of leaders in fostering positive organizational climates that uphold Army Values and dignity. Leaders are equipped with skills and resources to conduct effective face-to-face SHARP Annual Refresher training, with the approved Training Support Package available on the Army Training Network <https://atn.army.mil>, or the SHARP Learning Portal at <https://sharplearningportal.army.mil/>.

b. Newcomer Training. All service members and Civilian employees new to NCOLCOE will attend the newcomer's SHARP In-Brief within 30 days of arriving.

c. Command Team Training. All new command teams will meet with their SARC to receive a SHARP in-brief within 30 days of assuming command/responsibility.

9. For 24/7 assistance all Soldiers, DA Civilians, and Family members can contact:

- a. Immediate Emergency: 911
- b. NCOLCoE SARC: 915-955-0215
- c. NCOLCoE VA: 915-955-2452
- d. 1AD Fort Bliss SHARP 24-hour Hotline: 915-245-8991

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- e. William Beaumont Army Medical Center ER: 915-742-4055
- f. Family Advocacy Program: 915-269-2013 / 915-742-2800
- g. Department of Defense (DoD) Safe Helpline: 1-877-995-5247
- h. Military OneSource: 1-800-342-9647

10. Point of contact for this memorandum is the NCOLCoE Sexual Assault Response Coordinator, MSG Artie Ortiz, at 915-744-1183 (office), 915-955-0215 (government cell) or at artie.ortiz2.mil@army.mil.

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