



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 2D INFANTRY DIVISION  
ROK/US COMBINED DIVISION  
BLDG 6500, UNIT #15236  
APO AP 96271-5041

22 NOV 24

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## MEMORANDUM FOR DISTRIBUTION

SUBJECT: Command Policy Letter #2—Sexual Harassment /Assault Response and Prevention (SHARP) Program

1. References: See Enclosure 1.
2. Applicability. This policy applies to all personnel assigned or attached to the 2ID ROK/US Combined Division (2ID RUCD), on or off duty, and on or off post.
3. Purpose. 2ID RUCD remains committed to providing a safe command climate where sexual harassment and sexual assault are not tolerated. Sexual harassment, sexual assault, and any associated retaliatory behaviors are incompatible with our Army values. The U.S. Army and the Warrior Division will not condone sexual harassment or sexual assault in any form. To combat this criminal activity within our units, the SHARP Program enhances Army readiness by encouraging a culture of trust free from sexual misconduct for all Soldiers, Civilian employees, Family Members.
4. Background. Behaviors associated with sexual harassment and sexual assault tear at the fabric of our Army community. It undermines the sacred trust that the American family has placed in the Army by sending its sons and daughters to serve our nation within our ranks. Sexual victimization destroys the cohesion of a highly functioning organization and puts in jeopardy our readiness to "Fight Tonight" in Korea. Command teams at all echelons will take this direct threat very seriously and do all within their power to eliminate it from our formations.
5. Discussion.
  - a. Sexual Harassment:
    - (1) Sexual harassment involves unwelcome sexual advances, requests for sexual favors, and deliberate or repeated offensive comments or gestures of a sexual nature. Sexual harassment may take the form of verbal comments or non-verbal actions that create an intimidating, hostile or offensive environment. Sexual harassment in its most dangerous form is "quid pro quo" when rejection of sexual demands is understood to negatively affect a person's job, pay or career.
    - (2) Soldiers and Family Members have the right to present a sexual harassment complaint to the command through the SHARP Program without fear of intimidation or

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retaliation. The chain of command will take all allegations seriously. There are three types of sexual harassment complaints:

(a) Anonymous complaints. Individuals may inform the command of a sexual misconduct incident without sharing their name or any PII. This can be as simple as a note under an office door, a phone call to the SHARP hotline or SAFE helpline, or an ICE complaint. Brigade Commanders will review each anonymous complaint with the assistance of the Brigade SARC and the Brigade Judge Advocate.

(b) Informal complaints. Individuals may seek assistance from the SHARP office when they want a sexual harassment situation to be addressed at the lowest level. The victim advocate can assist in communicating to a subject that their words or actions are inappropriate.

(c) Formal complaints. The complaint must be filed within 60 calendar days of the sexual harassment incident, or at the Brigade Commander's discretion. A formal complaint will be processed by the Brigade SARC, and all documents will be sworn to accuracy by the Brigade Commander. Formal sexual harassment complaints will be thoroughly investigated, and the findings of the investigation officer will be presented to the command.

(d) Department of Army civilian employees should report any instance of sexual harassment to Equal Employment Opportunity (EEO) within 45 calendar days, IAW AR 690-600. DA civilian employees may contact the 8A EEO office at DSN (315) 755-0320 or commercial 0503-355-0320.

(3) Military personnel who sexually harass others will be held accountable for their actions. Army Directive 2022-13 (Reforms to Counter Sexual Harassment/Sexual Assault in the Army) mandates that commanders will initiate involuntary administrative separation proceedings for all Soldiers against whom there is a substantiated formal sexual harassment complaint. The first O-6 commander in the subject's chain of command may rehabilitate a Soldier against whom there is a minor substantiated complaint of sexual harassment; however, the following offenses are not appropriate for rehabilitation: Quid pro quo behavior, sexual touching where the offender is the superior against a subordinate or repeat sexual harassment offenders.

b. Sexual Assault:

(1) Sexual assault is a criminal offense punishable under the UCMJ, as well as other Federal and local national laws. Sexual assault is intentional sexual contact characterized using force, threats, intimidation, or abuse of authority, or when the victim does not or cannot consent. Consent cannot be given when a perpetrator uses force, threat of force, coercion, or when the victim is asleep, incapacitated, or unconscious.

(2) All survivors of sexual assault will be treated with dignity and respect. The command will ensure that the needs of survivors are met with compassion and that they

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are aware of their rights, options, and available resources. Survivors of sexual assault will be protected from further victimization, such as retaliation or reprisal. For an explanation of Victim's Rights, please see Enclosure 2 of this policy letter.

(3) Military personnel and adult dependents of military personnel, as well as civilian employees and their adult dependents with SOFA status, have two reporting options:

(a) Restricted reporting. This option is for victims of sexual assault who wish to receive medical, counseling, Special Victim Counsel (SVC) and advocacy support services, without notifying the command or initiating a criminal investigation. SHARP professionals are careful to maintain confidentiality; however, should the survivor choose to disclose what has happened, the report will remain restricted unless the survivor discusses the situation with law enforcement officials.

(b) Unrestricted reporting. This option provides the same available support, such as medical, counseling, SVC, and advocacy services. The command will also be notified, which will automatically initiate a law enforcement investigation. Following a credible unrestricted sexual assault report, the survivor may also be able to request an expedited transfer to another installation or to CONUS.

(4) All reports of sexual assault will be forwarded to the 2ID RUCD Commanding General. In restricted cases, no personally identifying information (PII) will be reported to safeguard confidentiality. Currently, the Office of Special Trial Counsel (OSTC), which is an independent prosecution office, has initial disposition authority over sexual assault cases. If OSTC defers, the disposition is extended to the Brigade Commander.

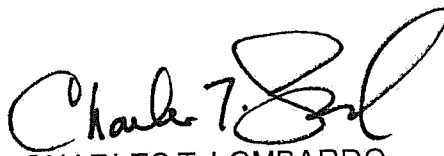
6. Prevention. The entire Army community shares the responsibility in the prevention of sexual harassment and sexual assault. We are also responsible for the protection of our Soldiers, Civilian employees, and Family Members. One incident of sexual violence is one too many. Everyone must take the initiative to cultivate an environment where harmful behaviors are not able to take place. We all play a part by assisting those who are the target of improper sexual attention, and by reporting sexual misconduct to the proper authorities as it occurs.

7. The following emergency contact numbers are available 24/7: 8A SHARP Hotline DSN 158, cell 010-8840-0014, commercial 0503-363-5700. 24/7 DoD SAFE Helpline 877-995-5247 or <https://www.safehelpline.org>.

8. The proponent for this policy is the AREA I & II + 2ID RUCD Supervisory SARC DSN (315) 755-5062 or 010-2820-7223. 8A SHARP Admin E-mail: [usarmy.humphreys.8-army.mbx.g1-sharp-admin@mail.mil](mailto:usarmy.humphreys.8-army.mbx.g1-sharp-admin@mail.mil).

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A handwritten signature in black ink, appearing to read "Charles T. Lombardo". The signature is stylized with large, flowing loops, particularly in the "C" and "L".

CHARLES T. LOMBARDO  
Major General, USA  
Commanding

2 Encls

1. References
2. Victim's Rights