

UNCLASSIFIED

HQ, III Corps & Fort Hood
Fort Hood, TX 76544
190819 Jun 15

OPERATION ORDER PW 15-06-0571 (FORT HOOD SHARP 80 HOUR COURSES FOR FY16)

References:

a. ALARACT 188/2014 (HQDA EXORD 193-14) Screening of Sexual Harassment/Assault Response and Prevention (SHARP) Program Personnel and Others in Identified Positions of Significant Trust, dated 26 Jul 14.

b. AR 600-20, Army Command Policy, dated 6 Nov 14.

Time Zone Used Throughout Order: Local.

Task Organization: Omitted.

1. SITUATION. Fort Hood will host 80 hour SHARP courses **19 Oct 15 – 23 Sep 16**.

2. MISSION. All Fort Hood Units provide Soldiers for the 80 hour SHARP courses **19 Oct 15 – 23 Sep 16** in order to enhance unit capabilities and meet Army policy and published requirements.

3. EXECUTION.

a. Concept of Operations. All Fort Hood Units provide personnel, as available, to attend 80 hour SHARP courses **19 Oct 15 – 23 Sep 16**.

b. Tasks to **Fort Hood Units**.

(1) **All Fort Hood Units:**

(a) Units will schedule Soldiers and DA Civilians selected to perform SHARP duties to attend the 80 Hour SHARP Course through their Brigade Sexual Assault Response Coordinator (SARC) IOT sustain unit SHARP personnel manning.

(b) Units without a Brigade SARC on Fort Hood will coordinate with the III Corps SHARP Office to register students for the course.

(c) Brigade SARCs will compile all documents (checklist in Enclosure 1) for each SHARP candidate and maintain these documents in the Brigade SHARP office. These are inspectable items.

(d) Registration and screening requirements to attend the 80 hour SHARP Course are:

1. Enclosure 2: SHARP Course Registration Form.

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2. Enclosure 3: DD Form 2950, Department of Defense Sexual Assault Advocate Certification Program (D-SAACP) Application Packet for New Applicants, dated Mar 15. Required for SARCs and Victim Advocates only; not required for Company/Battery/Troop level SHARP Advisors. Victim Advocates must have this form signed by the first O-6 or above in the SHARP's chain of command (as Commander, on page 10). SARCs must have this form signed by the first general officer in the SHARP's chain of command (as Commander, on page 10).

3. Enclosure 4: DA Form 7281. Required for Soldiers, not DA Civilians, that includes an Army Law Enforcement Reporting and Tracking System (ALERTS) database check completed by DES dated no earlier than six months prior to the start date of the course the applicant is applying for. Form must have a DES stamp of "No Derogatory Information" or specification of the derogatory information identified.

4. Enclosure 5: Appointment Orders. Company/Battery/Troop level SHARP Advisor Appointment Orders must be signed by their Battalion (O-5) or higher Commander. Appointment orders for Victim Advocates (VA) must be signed by the first O-6 Commander or above in the VAs chain of command. Appointment orders for SARCs must be signed by the first general officer in the SARCs chain of command.

5. Enclosure 6: SHARP Screening and Selection Criteria Checklist. Company/Battery/Troop level SHARP Advisors must have this form signed by their battalion (O-5) or higher commander. Victim Advocates must have this form signed by the first O-6 or above in the VA's Chain of Command. SARCs must have this form signed by the first general officer in the SARC's chain of command. This checklist is for Soldiers only; newly hired DA Civilian SHARP personnel are screened and cleared during the hiring process through the Civilian Personnel Action Center (CPAC).

6. Enclosure 7: Type I and Type II Reports of Unfavorable Information or Offenses. Commanders utilize this document and Enclosure 6 (SHARP Screening and Selection Criteria Checklist) in screening, interviewing and selecting their prospective SHARP military personnel. Newly hired DA Civilian SHARP personnel are screened and cleared during the hiring process.

7. Active security clearance or interim verification and favorable National Agency Check Law and Credit (NACLC) Investigation (memo from S-2 or security manager). Required for Soldiers, not DA Civilians.

8. Westlaw/Nexis/Lexis database check (completed by battalion or brigade SJA). Required for Soldiers, not DA Civilians.

9. Army Substance Abuse Program (ASAP) database check: Required for Soldiers, not DA Civilians. Applicant must not have been referred or enrolled in the program during the past 12 months. Email memorandum with standard name line (SNL) to willie.shipman.civ@mail.mil and send courtesy copy to marshall.p.meyer.civ@mail.mil.

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10. National Sex Offender Public Registry database check (www.nsopw.gov) required for Soldiers, not DA Civilians. With common names there may be an identical name match; additional exclusion from this database must be done via date of birth, city/state location, or another factor. The commander that signs the SHARP Screening and Selection Criteria checklist (Enclosure 6) verifies through a memorandum for record that the search has been conducted and the applicant does not appear in the database.

11. Army Central Registry Check completed by Family Advocacy Program (FAP). Required for Soldiers, not DA Civilians. Email memorandum with SNL to monroe.c.woodard.civ@mail.mil.

(e) Enclosure 3 (DD Form 2950, dated MAR 2015) will be submitted to SFC Butler NLT 10 working days prior to the first day of the course registering for, at shalitha.r.butler.mil@mail.mil and usarmy.hood.iii-corps.mbx.sharp@mail.mil for Victim Advocates and SARCs (both military and DA Civilian) registering for the course, but is not required (or authorized) for Company level SHARP Advisors as they will not be certified and credentialed through D-SAACP.

(f) Enclosures 2, 4, 5 and 6 will be submitted for all Soldiers attending the SHARP 80 Hour Course and Enclosures 2 and 5 for DA Civilians attending the course NLT 10 working days prior to the first day of the course registering for to SFC Butler at shalitha.r.butler.mil@mail.mil and usarmy.hood.iii-corps.mbx.sharp@mail.mil. All documents must be present and complete in order to register a student for the course; incomplete packets will not be accepted. Units may register alternate and/or stand-by personnel.

c. Coordinating Instructions.

(1) Tasked units will make direct coordination with the III Corps SHARP POC, SFC Shalitha Butler, at (254) 287-9487 or shalitha.r.butler.mil@mail.mil and usarmy.hood.iii-corps.mbx.sharp@mail.mil upon receipt of this order to schedule Soldiers or DA Civilians for the SHARP 80 Hour course.

(2) Units may send alternate/stand-by personnel with completed registration packets for in-processing on the first day of class at 0730. These alternate/stand-by personnel will fill any class seats that open when a registered person is a "no-show" for the course at 0745.

(3) Report time for the first day of each course is 0730; at 0745 personnel who are no-shows will be removed from the course and replaced with stand-by personnel. For the remainder of each course, the normal schedule is 0800 - 1700 daily, though there can be some variance to the schedule due to the classroom location, as well as discussion, questions, and individual and group presentations on important SHARP topics. Course instructors will provide students with schedule details the first day of the course.

(4) Classroom location will be disseminated via email to the registered course participants and their Brigade Sexual Assault Response Coordinators (SARC) prior to each course. Each course has a capacity of 32 personnel.

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(5) Course dates are as follows:

(a) **19 Oct 15 – 30 Oct 15.**

(b) **30 Nov 15 – 11 Dec 15.**

(c) **25 Jan 16 – 5 Feb 16.**

(d) **7 Mar 16 – 18 Mar 16.**

(e) **4 Apr 16 – 15 Apr 16.**

(f) **9 May 16 – 20 May 16.**

(g) **11 Jul 16 – 22 Jul 16.**

(h) **8 Aug 16 – 19 Aug 16.**

(i) **12 Sep 16 – 23 Sep 16.**

4. SUSTAINMENT. Omitted.

5. COMMAND AND SIGNAL.

a. Command. Omitted.

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b. Signal.

(1) III Corps SHARP Training POCs are:

(a) SFC Shalitha Butler at (254) 287-9487 or shalitha.r.butler.mil@mail.mil.

(b) Mr. Jermaine Irby at (254) 553-8397 or jermaine.l.irby.civ@mail.mil.

(c) SFC Terrea Evans-Jones at (254) 287-9487 or jones.t.evans.mil@mail.mil.

(d) Mr. Blaine Radenz at (254) 291-7801 or blaine.t.radenz.civ@mail.mil.

(2) The III Corps SHARP Office can be reached at (254) 287-9487 or usarmy.hood.iii-corps.mbx.sharp@mail.mil.

(3) III Corps G3 POC is Mr. Orlando Medina at (254) 287-4775 or orlando.medina.civ@mail.mil.

ACKNOWLEDGE:

MACFARLAND
LTG

OFFICIAL:

MARKERT
G3

ENCLOSURE 1: SHARP 80 HOUR COURSE CHECKLIST.
ENCLOSURE 2: SHARP COURSE REGISTRATION FORM.
ENCLOSURE 3: DD FORM 2950 dated MAR 2015.
ENCLOSURE 4: DA FORM 7281.
ENCLOSURE 5: APPOINTMENT ORDER FORMATS.
ENCLOSURE 6: SHARP SCREENING AND SELECTION CRITERIA CHECKLIST.
ENCLOSURE 7: TYPE I AND TYPE II REPORTS OF UNFAVORABLE INFORMATION OR OFFENSES.

DISTRIBUTION: C

MSE OPORD Format, dated 8 Aug 14.
All other editions obsolete.

SUBJECT: Army Directive 2015-10 (Sexual Assault Incident Response Oversight Report)

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