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HQ, Fort Hood
Fort Hood, TX 76544
140705 Jun 13

OPERATION ORDER PW 13-05-0527 (SEXUAL HARASSMENT/ASSAULT RESPONSE AND PREVENTION [SHARP] PROGRAM ARMY STAND-DOWN)

References:

- a. DoD Memorandum Sexual Assault Prevention and Response Stand-Down, dated 17 May 13.
- b. DoD Instruction 1402.5 Criminal History Background Checks On Individuals In Child Care Services, dated 19 Jan 93.
- c. Secretary of the Army Memorandum Enduring the Quality of Sexual Assault Response Coordinators, Sexual Assault Prevention and Response Victim Advocates and Others in Identified Positions of Significant Trust and Authority , dated 28 May 13.
- d. Secretary of the Army Memorandum Army Sexual Harassment/Assault Response and Prevention Stand-Down Plan.
- e. HQDA EXORD 161-13 Sexual Harassment/Assault Response and Prevention Army Stand-Down.
- f. HQDA EXORD 221-12, 2012 Sexual Harassment Assault Response and Prevention Program Synchronization Order, 25 Jun 12.
- g. FORSCOM EXORD Sexual Harassment / Assault Response and Prevention Army Stand-Down, dated 12 Jun 13.
- h. FRAGO 3 to OPORD PW 12-04-337, SHARP Program Implementation, dated 15 May 13.
- j. Army Regulation 600-20, Army Command Policy, dated 20 Sep 12.
- k. Army Regulation 614-200, Enlisted Assignments and Utilization Management, dated 11 Oct 11.
- l. Army Regulation 614-100, Officer Assignment Policies, Details, and Transfers, dated 10 Jan 06.
- m. Army Regulation 340-21, The Army Privacy Program, 5 Jul 85.
- n. Personnel Suitability Screening Policy, 2008
- o. III Corps Terms of Reference Memorandum

Time Zone Used Throughout Order: Local.

Task Organization: Omitted.

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1. SITUATION: On 17 May 13, the Secretary of Defense signed a memorandum directing the Army to implement a Sexual Assault Prevention and Response Stand-down. In addition, on 28 May 13, the Secretary of the Army signed a memorandum providing additional guidance on the implementation of screening for Sexual Harassment/Assault Response and Prevention (SHARP) Sexual Assault Response Coordinators (SARC) and Victim Advocates (VA).

2. MISSION. NLT **26 Jun 13**, Fort Hood Units and TRA Units will conduct leader engagements with all military and civilian personnel; conduct refresher SHARP training; and conduct an active review of the qualifications for all current SARCs and VAs specialist in accordance with reference a. and c. in order to ensure the best qualified are assigned to these special positions of trust in order to ensure the entire command understands the importance of creating an environment of trust, dignity and respect.

3. EXECUTION.

a. Intent. This order incorporates both reference a. and c. guidance. The intent is threefold:

(1) To direct leader engagements on SHARP topics for the total force.

(2) Provide refresher SHARP training for SARCs and VAs.

(3) Provide guidance on review of SARCs and VAs screening process and procedures for qualification criteria.

b. Concept of the Operations. Fort Hood Units and TRA Units commanders will:

(1) Conduct leader engagement with all Soldiers and civilians on specific SHARP related topics. Engagements will be small group discussion. Leader engagement, at a minimum, will address the focus and operation of the:

(a) Army SHARP Program and I.A.M. (Intervene, Act, Motivate) Strong SHARP campaign.

(b) Individual responsibility and accountability for maintaining a climate of dignity and respect.

(c) Importance of inculcating army values in daily operations and how those values relate to the prevention and response to sexual harassment and sexual assault.

(d) Potential consequences for sexually based offenses and examples of how sexual harassment and sexual assault adversely impact our army. The intended outcome of this engagement can be found in reference a. During discussion of potential consequences for sexually based offenses, commander/supervisors must take care to avoid potential unlawful command influence. Consult servicing legal advisor if necessary. Leader engagements are intended to be commander led and small group discussion rather than one-way communication. Commanders should work with their SARC, Equal Opportunity Advisors, SHARP Program Manager, and Staff Judge Advocates to prepare for their engagements.

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(2) Commanders will lead refresher SHARP training for all SARC and VAs. Training will be discussion based. Commander lead (not designated below the battalion commander level) refresher training will include, at a minimum:

- (a) Leadership, professional ethics and the warrior ethos.
- (b) The application of army values and how they relate to the prevention and response to sexual harassment and sexual assault.
- (c) Privacy and sensitivity with victim reports.
- (d) Trust and authority inherent to duty position.
- (e) Examples of how sexual harassment and assault degrade army readiness and cohesion. The intended outcome of this training can be found in reference a. Refresher training is intended to be interactive discussion-based rather than PowerPoint driven. Commanders are expected to take provided training references and develop a training plan that is meaningful to their personnel. There are no time requirements associated with this training; however, commanders must cover the required topics listed above.

(3) Review screening process and procedures for qualifications of military SARC and VAs for all full time and collateral duty positions.

c. Tasks to All III Corps and Fort Hood Units:

(1) Brigade and Battalion Commanders will oversee the leader engagement with all Soldiers and civilians to be conducted in small groups. Leader engagement will not be designated below the Company Commander level. SARC provide a signed memorandum by the first general officer in the chain of command certifying completion of the leader engagement according to reference o., to SHARP Email Box. Required topics and resources to conduct leader engagements are located at in ANNEX C and are also available via http://staging.hood.army.mil/sharp/Training_leaders.aspx.

(2) Unit commanders, not to be designated below the battalion level, will conduct refresher training for all SARC and VAs (full time and collateral duty positions). SARC provide a signed memorandum by the first general officer in the chain of command certifying completion of the refresher training according to reference o., to SHARP Email Box Required topics and resources to conduct leader engagements are located at in ANNEX B and are also available via http://staging.hood.army.mil/sharp/Training_leaders.aspx.

(3) Using ANNEX A1 or ANNEX A2 (**Part 1 and Part 2 only**) review the screening of all SARC and VAs (both full time and collateral duty positions). The intent is not to rescreen, but rather inspect records and verify proper screening was complete and then identify and correct any shortcomings. See coordinating instructions on standards for local police checks. Current screening standards are outlined in reference f. The first general officer in chain of command according to reference o. must review the screening result for all SARC and full time VAs and is appointing / removing official for SARC. Appointing authority for VAs below the brigade level is the brigade commander or equivalent level commander serving in a grade no lower than

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colonel or GS-15. Removal authority for and waiver authority for derogatory information for VAs is the first general officer in the chain of command. ANNEX D is a list of unfavorable information, offenses, or disqualifying conditions. SARCs use ANNEX E to provide consolidated screening review to III Corps SHARP office via SHARP Email Box.

d. Coordinating Instructions.

(1) Local police checks in the past have been accomplished in multiple ways. To conduct local police checks in a standard manner, the installation Provost Marshal (PM) / Department of Emergency Services (DES), must check the name of the SARC and VA against the state law enforcement databases to determine if they have records of criminal offenses and/or moving violations. The PM/DES must query their available state police databases where the applicant resided during the 2 years preceding the date of the screening. If the applicant resided in more than one state during the previous 2 years, a state police record check must be conducted for each state where permitted by state law and access is available to the PM/DES.

(2) For the purposes of this OPORD small group is approximately 25 or less.

4. SERVICE SUPPORT. Omitted.

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5. COMMAND AND SIGNAL.

a. Command. Omitted.

b. Signal.

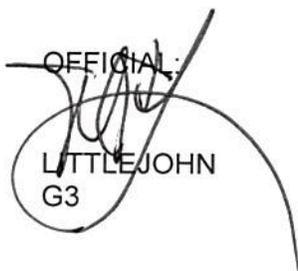
(1) SHARP Email Box is usarmy.hood.iii-corps.mbx.sharp@mail.mil.

(2) III Corps SHARP POC is LTC Jacqueline H. Davis at (254-287-9487) or jacqueline.h.davis4.mil@mail.mil.

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

ACKNOWLEDGE:

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MG

OFFICIAL:

LITTLEJOHN
G3

ANNEX A1: FULL TIME BDE-LEVEL SARC/VA SCREENING WORKSHEET.
ANNEX A2: COLLATERAL SHARP VA SCREENING WORKSHEET.
ANNEX B: REFRESHER TRAINING REQUIREMENTS AND REFERENCES.
ANNEX C: LEADER ENGAGEMENTS REQUIREMENTS AND REFERENCES.
ANNEX D: WAIVERABLE AND NONWAIVERABLE INFORMATION OR OFFENSES.
ANNEX E: SCREENING WORKSHEET CONSOLIDATION FORM.
ENCLOSURE 1: TERMS OF REFERENCE.

DISTRIBUTION: C

MSE OPORD Format, dated 1 Mar 13
All other editions obsolete