MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #4 - Sexual Harassment/Assault Response Prevention (SHARP)

1. References:
   a. AR 600-20, Army Command Policy, Nov 2014
   b. HQDA EXORD 221-12, Sexual Harassment/Assault Response and Prevention
   c. Cadet Command Policy Letter #4 – Sexual Harassment/Response and Prevention (SHARP), dated 5 May 2014
   d. Department of Defense Instruction 6495.02

2. Sexual harassment and sexual assault are unacceptable conduct and will not be tolerated within 5th Brigade, U.S. Army Cadet Command. Such conduct is incompatible with Army Values, our Soldier’s Creed, and the Warrior Ethos. Sexual harassment and sexual assault destroy unit cohesion and are detrimental to our mission. Successful mission accomplishment can only be achieved in a culture that is free of sexual harassment and sexual assault. Each victim is entitled to privacy and must be treated with sensitivity and compassion as well as with the utmost in respect and dignity.

3. The prevention of sexual harassment is the responsibility of every Soldier, Civilian, and Cadet within this command (JROTC & SROTC). I will not tolerate unwelcomed sexual advances, requests for sexual favors, or any other conduct of a sexual nature detrimental to good order and discipline.

4. All 5th Brigade personnel who believe they have either been subjected to or who have witnessed sexual harassment are strongly encouraged to report the misconduct to an appropriate management official. Leaders and management officials will join me in ensuring that employees who report sexual harassment are not subject to reprisal.

5. Swift and fair complaint processing is the key to maintaining a healthy command climate. Soldiers, Civilians, and Cadets are encouraged to use their chain of command to resolve sexual harassment complaints at the lowest level (informal complaints). However, alternative agencies
such as the Brigade Sexual Assault Response Coordinator (SARC), Inspectors General, USACC
Equal Employment Opportunity Officer (Department of Army Civilians), Provost Marshal,
Chaplains, or Staff Judge. Advocates as well as school campus resources are also available to
assist if it is necessary to bypass the chain of command. Formal sexual harassments complaints
will be filed with the 5th Brigade SARC or Victim Advocate (VA) and timelines will be established
for the investigation process.

6. Sexual assault is a CRIME that is punishable under the Uniform Code of Military Justice
(UCMJ) and other federal and local laws. Swift intervention as an active bystander is the
cornerstone to preventing sexual assault incidents. All Soldiers and DA Civilians will complete
annual online refresher training and face to face training (by a certified VA or SARC) on
SHARP.

7. I encourage all victims of sexual assault to report the incident immediately to the
5th Brigade SARC or VA. Victims who are Active Duty (AD) Military or AD Military dependents
18 years of age or older, or a member of the Reserve Component will be afforded the
opportunity to file either a restricted or an unrestricted report. Victims who are not in one of
these categories, who report a sexual assault will be afforded confidentiality but do not have the
same reporting options. The SARC or VA will ensure that all victims requiring medical care and
support services receive attention. Anyone that has knowledge of a sexual assault should
immediately report it. I will ensure all victims and other possible bystanders involved will have an
active retaliation/reprisal plan in place.

8. I fully expect every Soldier, Civilian, and Cadet in the 5th Brigade to join me in confronting
and eliminating all forms of sexual harassment and sexual assaults. In doing so, we will create
and maintain a workplace where everyone is treated professionally and with respect in the
accomplishment of our mission. We will be the force behind the fight.

9. My appointed Brigade SARCs are Mr. Thaddeus Chase at (210) 710-9638, and Ms. Amy L.
Fields (210) 221-2532 and my appointed VAs are Ms. Sheryl Johnson at (210) 295-2006 and
CPT Bev Moore at 210.221.2530. The 24-hour SHARP Hotline number is: (855) 472-6538.

RICARDO O. MORALES
COL, AR
Commanding

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