



**NATIONAL GUARD BUREAU
PROFESSIONAL EDUCATION CENTER
ROBINSON MANEUVER TRAINING CENTER, BLDG. 2502
NORTH LITTLE ROCK, AR 72199-9600**

ARNG-PEC-CD

7 July 2026

**MEMORANDUM FOR Professional Education Center (PEC) Faculty, Staff, Students,
and Conference Attendees**

**SUBJECT: Commander's Policy Letter No. 6 - Sexual Harassment Assault Response
and Prevention (SHARP) Program**

1. References:

- a. Army Regulation (AR) 600-20, Army Command Policy, 15 April 2026.
- b. AR 600-52, Sexual Harassment/Assault Response and Prevention Program, 11 February 2025.
- c. Department of Defense Directive (DoDD) 6495.01, Change 6 (SAPR Program), 26 March 2025.
- d. DoDD 6495.02, Change 9 (SAPR Program Procedures), 18 March 2025.
- e. Office of the Law Revision Counsel, United States Code 1561: Complaints of Sexual Harassment: Investigation by Commanding Officers, in effect 7 May 2018.
- f. Army Directive (AD) 2022-13 (Reforms to Counter Sexual Harassment/Sexual Assault in the Army).
- g. AD 2022-10 (Safe-to-report for Victims of Sexual Assault).
- h. AR 600-8-2, Suspension of Favorable Actions (FLAG), 5 April 2021.
- i. Department of Defense Instruction (DoDI) 1020.03, Change 4 (Harassment Prevention and Response in the Armed Forces), 10 December 2025.
- j. 10 United States Code (USC) 1561, Complaints of Sexual Harassment Independent Investigation, 30 June 2026.
- k. DoDD 6495.01, Change 6 (SAPR Program), 26 March 2025.
- l. AR 690-12, Civilian Personnel Equal Personnel Equal Employment Opportunity Programs, 6 February 2025.

m. AR 15-6, Procedures for Preliminary Inquiries, Administrative Investigations, and Boards of Officers, 22 June 2025.

n. DD Form 2701, Initial Information for Victims and Witnesses of Crime, October 2022.

o. PEC Standard Operating Procedure, 04 February 2026.

2. Purpose. This memorandum establishes the Command's SHARP program policy.

3. Applicability.

a. This policy applies to all PEC Military and Department of the Army Civilians (DACs) assigned, attached, or attending a school/conference, living or working at Robinson Maneuver Training Center.

b. This policy applies both on and off post, during duty and non-duty hours.

4. Policy.

a. Preventing and eliminating sexual violence is one of the Command's highest responsibilities. Sexual assault and sexual harassment are unacceptable conduct and against the Army Values.

b. This brigade will not tolerate sexual assault and sexual harassment. PEC will reduce, with the goal to eliminate, incidents of sexual assault and sexual harassment through improved training, awareness, prevention, intervention, accountability, and victim advocacy.

5. Sexual Harassment and Sexual Assault Prevention.

a. This command is fully committed in ensuring that Service Members and Civilian Employees live and work in an environment free of sexual harassment and sexual assault. Commanders and leaders will set the example and be committed to creating and maintaining an environment conducive to maximum productivity and respect for human dignity.

b. This command will establish a Sexual Harassment/Assault Response and Prevention Program IAW AR 600-20 and AR 600-52 and will treat every reported sexual harassment/assault incident seriously by following proper guidelines. All levels of leadership will ensure that all victims of sexual harassment/assault be treated with dignity, fairness, and respect.

c. The SHARP Program will provide assistance to Soldiers (all components), United States Army Military Academy Cadets, Reserve Officers' Training Corps (ROTC) Cadets on Title 10 orders, and their dependent Family members 18 years of age and older who are victims of sexual assault and/or sexual harassment IAW AR 600-52, para 1-8.

d. Sexual assault and sexual harassment are criminal offenses and have no place in the United States Army. Further, instances where the chain of command becomes aware of sexual assault or sexual harassment and fails to report it have no place in the Army. Statistics repeatedly show that in units where sexual harassment is tolerated, there are higher rates of sexual assault than in units where sexual harassment is not tolerated.

e. Sexual assault and sexual harassment are completely contrary to the Army Values, as well as good order and discipline IAW AR 600-25. When sexual assault and sexual harassment are tolerated, it destroys the discipline within our force and breaches the trust our Soldiers have in their leaders. A disciplined force is what sets us apart from other militaries and gives an edge in battle. Ensuring we maintain a disciplined force is a leadership issue. Eliminating sexual assault and sexual harassment is a leader responsibility.

6. Sexual Harassment.

a. Sexual harassment degrades mission readiness by devastating the unit's ability to work effectively as a team. Sexual harassment is incompatible with Army Values and is punishable under the Uniform Code of Military Justice (UCMJ), as well as States Code of Military Justice (incidents under Title 32, U.S. Code). Sexual harassment is defined as a form of discrimination that involves unwelcomed sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of nature when:

1) Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career, or:

2) Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or:

3) Such conduct interferes with an individual's performance and creates an intimidating, hostile, or offensive environment.

b. This brigade expects the personal involvement and commitment of each individual, at all levels, to ensure elimination and prevention of sexual harassment. Commanders will take responsibility for both prevention and appropriate corrective

action in eliminating sexual harassment. Commanders must take allegations of sexual harassment seriously and investigate promptly.

c. Any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a Soldier or Civilian Employee is engaging in sexual harassment. Similarly, any Soldier or Civilian Employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is engaging in sexual harassment.

d. It is important that sexual harassment be clearly understood. Therefore, all PEC Military and Civilian Personnel (Managers, Supervisors, and Employees) will participate in Sexual Harassment/Assault Response and Prevention (SHARP) training twice each year. Soldiers must understand what sexual harassment is, how to recognize it, how to prevent it, how to report it, and the consequences of engaging in sexual harassment. Training will review both Military EO and Civilian EEO informal/formal complaint procedures. Individuals must feel free to report instances of sexual harassment without fear of reprisal. Personnel must be confident that a prompt inquiry will be conducted into each reported incident.

e. Leadership will document Prevention of Sexual Harassment training (POSH) on the unit's training schedule and in individual Soldiers' training records. Documentation will include; type, instructor, date, time, length of training, roster of attendance, and issues covered in the session. The chain of command and Equal Opportunity Advisors (EOA) will also attend and participate in POSH sessions.

f. Service Members and Civilian Employees have the right to present a complaint without fear of intimidation, reprisal, or harassment. Individuals who believe they have been subjected to sexual harassment should report the matter to their Chain of Command; Sexual Assault Response Coordinator (SARC) or the Inspector General (IG) in accordance with Chapters 4, 5, & 6 and Appendix D, AR 600-20.

g. Incidents and Reporting.

1) Leaders who are aware of an incident or report of sexual harassment have a responsibility to stop the act and help resolve the incident in accordance with AR 600-52. Additionally, any leader who becomes aware of a sexual harassment allegation against a Soldier under his or her supervisory control will immediately report the facts to the first O-6 Commander in the chain of command, who will notify the installation SARC/VA. Leaders should be mindful that the speedy and appropriate resolution of sexual harassment complaints improves trust within the ranks.

2) Anonymous Complaints of Sexual Harassment. All PEC Soldiers, Family members, staff, faculty, students, and conference attendees are free to deliver

written anonymous complaints at the red drop box installed on the outside of Grant Hall. Personnel will not include Personally Identifiable Information (PII) about themselves but will include information such as who committed the sexual harassment, what and when and where acts of sexual harassment occurred, victim's desired outcome, and subject's unit. The brigade commander will document sufficient information that permits the initiation of an investigation of an anonymous sexual harassment complaint with a memorandum for record (MFR).

3) Confidential Reporting. A confidential sexual harassment 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, nor will it resolve the issue as it would have if the report were filed as a formal complaint. The SARC and VA will maintain confidentiality, with exception being in cases of risk to the health or safety of the victim or another individual. The SARC/VA will inform the victim that they are eligible for victims' services and assistance from the SARC and VA but will make clear that unless the sexual harassment is investigated, the subject will not be held accountable.

4) Formal Complaints of Sexual Harassment. The brigade SARC will document formal complaints of sexual harassment with a DA Form 7746 (Sexual Harassment Complaint) and will complete the sexual harassment intake form. The brigade SARC will forward the DA Form 7746 and the sexual harassment intake form to the Installation SHARP office. The Brigade Commander will provide a detailed description of the allegation to the first General Courts Martial Convening Authority (GCMCA) in the chain of command (Commanding General, Fort Sill, OK) IAW AR 600-52, para 2-10(d). The command will appoint a sexual harassment trained (ATRSS course) investigation officer (IO) to consult with USACID (Fort Belvoir) and conduct a 15-6 investigation. Leaders will forward completed copies of 15-6 investigations within 14 calendar days (from the original date on the DA Form 7746) to the Installation SHARP office and the GCMCA.

7. Sexual Assault.

a. Sexual assault degrades mission readiness by devastating the unit's ability to work effectively as a team. Sexual assault is incompatible with Army Values and is punishable under the Uniform Code of Military Justice (UCMJ) and other federal and local civilian laws, as well as States Code of Military Justice (incidents under Title 32, U.S. Code).

b. Sexual assault is intentional sexual contact, characterized by use of force, threats, intimidation, or abuse of authority, when the victim does not or cannot consent. Sexual assault includes rape, forcible sodomy, and other unwanted sexual contact that is aggravated, abusive, or wrongful (to include unwanted and inappropriate sexual contact) or attempts to commit these acts.

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c. Leaders will use training, education, and awareness to stomp out sexual assault, to promote the sensitive handling of victims of sexual assault, to offer victim assistance and counseling, to hold those who commit sexual assault offenses accountable, to provide confidential avenues of reporting and to reinforce a commitment to Army Values.

d. Prevention is the most critical factor and will ultimately define the brigade's success. Program education and training promote a professional culture and lead to knowledge, awareness, communications, personal responsibility, and the empowerment to act. The brigade's SHARP Program is committed to the prevention and elimination of sexual assault incidents for PEC Soldiers, Family members, staff, faculty, students, and conference attendees. The program provides awareness training, comprehensive policy guidance, victim-centered support, and intimidation-free reporting options through investigation and accountability for personnel who commit sexual crimes.

e. It is the right of the victims of sexual assault to choose either the restricted or the unrestricted reporting options as outlined in Chapter 3, Paragraph 3-3, AR 600-52. Commanders will support the decision of the victim and adhere to the strict confidentiality of the restricted reporting.

f. Leadership Responsibility. The chain of command is duty-bound to report all observations or unrestricted reports of sexual assault and sexual harassment. Every reported sexual assault allegation will be treated seriously IAW AR 600-20 and AR 600-52. All commanders will conduct the following IAW AR 600-52, para 1-26:

1) Immediately notify the SARC and the supporting U.S. Army Criminal Investigation Division (USACID) office upon receipt of a report, information, or disclosure of sexual assault from any source, including a third party. A commander will not conduct any internal inquiries or investigations of sexual assaults or delay immediate contact to the supporting USACID office.

2. Immediately report, to the appropriate USACID agent, all adult sexual assaults of which they become aware involving persons affiliated with the DoD, including active-duty personnel and their dependents, DoD contractors, and DoD civilian employees.

3. Ensure all eligible victims have access to a well-coordinated and highly responsive SHARP Program.

g. Sexual Assault Reports.

1) When responding to a sexual assault, commanders must address the needs of the victim in a timely fashion. Sexual assaults are punishable under the UCMJ

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in Title 10 status, and under other federal, state, or local civilian laws for those in Title 32 status or civilian status. The UCMJ applies to service members, both on and off duty. Anyone aware of sexual assault is encouraged to report it immediately to the chain of command and/or local law enforcement and may be legally required to do so by service regulations.

2) Unrestricted Reports. Leaders have an obligation to ensure the protection and welfare of Soldiers under their charge. Accordingly, any leader who becomes aware of a sexual assault against a Soldier under his or her command or supervisory control will immediately report the facts to the first O-5 Commander in the chain of command. The Commander will notify the Brigade Commander, installation SARC/VA, and USACID.

3) Restricted Reports. Leaders, who become aware of a sexual assault against a Soldier not under his or her command or supervisory control or as the result of a communication made by the victim in confidence, will act to preserve the restricted nature of the report and the victim's expectation of privacy. Accordingly, such reports will be referred to the VA/SARC.

4) Command Actions. Upon receipt of an unrestricted report, the Brigade Commander will immediately forward the report to USACID and further forward the report to the first O-7 in the chain of command.

5) Investigation. Investigation of sexual assault falls under the purview of USACID. Commanders will not initiate or conduct parallel investigations on reports of sexual assault or on collateral misconduct until CID has closed the investigation.

6) Punitive Nature: Paragraph 5 is punitive in nature and violations of this paragraph may result in adverse, judicial, non-judicial, or administrative action taken.

8. Disposition.

a. Independent Judgment. After suitable inquiry or investigation, Commanders will dispose of the case in a timely manner. Commanders at all levels will discharge their duty to administer justice fairly and according to their own independent judgment and conscience. Congress has thus far continued to place its faith in Commanders to make independent, informed, and fair decisions in the administration of justice. The privileges inherent in command authority flow from our resolve individually and intuitionally to demonstrate sound judgment. Consistent with longstanding military justice principles, every report of misconduct will be disposed of individually in a manner that is fair and warranted under all circumstances.

b. Withholding Authority. In cases subject to withholding authority, subordinate Commanders will forward cases, with disposition recommendations to the Commander

authorized to dispose of the allegation. In the case of sexual assault, disposition authority is ordinarily the first O-6 Commander in their chain of command.

9. Victim's Rights.

a. General. Victims of sexual assault and sexual harassment will be treated with dignity, fairness, and respect. Soldiers have a right not to have to live or work in environments where they may be subjected to sexual assault or sexual harassment. Victims respond to crime in different ways. There is no set template for how victims respond or should respond. Leaders will take every effort to support and assist victims of sexual assault or sexual harassment; however, under no circumstances will a victim be forced to report or receive services against their will.

b. Open Door. Victims of sexual assault or harassment who believe a leader is aware of the misconduct and has failed to take appropriate action may contact the brigade commander. The brigade commander will ensure that the allegations are investigated. Victims should work with leadership but should not settle for leaders who refuse to respond appropriately to their allegations.

c. Restricted Reporting. Victims of sexual assault who do not want to notify the command always have the option of filing a restricted report and receiving appropriate medical and advocacy services.

d. Specific Rights for Victims and Witnesses of Sexual Assault: the right to be treated with fairness and respect for the victim's dignity and privacy; to speak with a Special Victim's Counsel; to be reasonably protected from the accused offender; to be notified of court proceedings; to be present at all public court proceedings related to the offense (unless the court determines the testimony by the victim would be materially affected if the victim heard other testimony at trial); to confer with the U.S. government prosecutor, seek legal assistance from a military legal assistance attorney, if eligible, or from a private attorney at one's own expense; to receive available restitution; have proceedings free from unreasonable delay, express one's views to the commander to convening authority as to case disposition, receive a medical forensic exam at no cost, be timely informed of plea, separation-in-lieu or trial, or non-prosecution agreements, consult a Special Victims Counsel (SVC), Victims' Counsel (VC) or Victims' Legal Counsel (VLC), and to be provided information about the conviction, sentencing, imprisonment, and release of the offender.

e. Reprisal, Retaliation or Ostracism. Federal law prohibits military members, civilian employees, and contractors from reprisal, retaliating, or ostracizing individuals who report a crime or provide information relating to a criminal investigation and is punishable under the UCMJ.

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10. Leaders will educate personnel on mandatory reporting requirements and ensure that information about the DoD Safe Helpline, and other resources that can maintain a victim's confidentiality, are widely publicized so that victims have avenues to discuss sexual harassment and sexual assault without triggering an investigation.

11. Character is a fundamental tenant of a great Soldier. The Army can train Soldiers of good character to be competent. The Army cannot train competent Soldiers to have good character. Having good character is an individual choice made every day through words and actions. The Army is stronger when it is a disciplined force, a force of character and values. This command requires everyone to be a Soldier of good character, to live the Army values, and to root out and destroy the problem of sexual assault and sexual harassment in our Army.

12. Advocate Appointment. The brigade SARC is the most qualified and trained professional serving in advocacy positions to deepen individual trust, readiness, and productivity. A SARC must have appropriate background screenings completed, complete required training, and the required certification through the Department of War (DOW) Sexual Assault Advocate Certification Program (D-SAACP). The SARC can provide crisis intervention, referral, and non-clinical support to victims of sexual assault. Personnel in need of assistance can obtain 24/7 support by calling the PEC SARC at 501-554-4810 or the Arkansas SARC at 501-454-2452.

13. The point of contact for this action is the undersigned at (501) 212-5611 or edward.o.ziembinski.mil@army.mil.



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Commanding