



**DEPARTMENT OF THE ARMY**  
OFFICE OF THE DEPUTY CHIEF OF STAFF G-1  
300 ARMY PENTAGON  
WASHINGTON DC 20310-0300

DAPE-ZA (690-12a)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Procedures for Implementing Sexual Harassment/Assault Response and Prevention Services for Department of the Army Civilians

1. References. See list of references at enclosure.
2. Purpose. This memorandum provides guidance for offering an unrestricted reporting option and victim advocacy services through the Sexual Harassment/Assault Response and Prevention (SHARP) Program to DA Civilians (appropriated and non-appropriated fund employees) in or outside the continental United States, who report a sexual assault.
3. Background. Pursuant to reference 1d, DA Civilians electing to make an unrestricted report of sexual assault using a DD Form 2910 (Victim Reporting Preference Statement) are eligible to receive victim advocacy services from Sexual Assault Response Coordinators (SARCs) and SHARP Victim Advocates (VAs) or Victim Representatives (VRs). These services do not include expedited transfers or any additional medical entitlements or legal services that DA Civilians are not already authorized by law or policy. Activities are required to comply with collective bargaining obligations, as applicable.
  - a. DA Civilians are not required to use SARCs, SHARP VAs, or SHARP VRs to report a sexual assault. This is not a change in terms or conditions of employment for DA Civilians. Use of advocates and SHARP services is strictly voluntary. Activity commanders should provide a copy of this memorandum to their servicing labor relations advisor to coordinate with local unions.
  - b. DA Civilians who are victims of sexual assault, who chose to not receive SHARP support services, are highly encouraged to utilize the Employee Assistance Program (EAP). EAP services include assessments, counseling, and referrals for additional services to employees with personal and/or work-related concerns.
  - c. The Army Family Advocacy Program provides services to DA Civilians who are Family Member sexual assault victims assaulted by an intimate partner, as SHARP services are not available for victims of sexual assault committed by an intimate partner IAW AR 608-18 .

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4. Responsibilities. All personnel (for example, SHARP, Sexual Victim Coordinator (SVC), Employee Assistance Program, Victim/Witness Assistance Program providing victim assistance to DA Civilians are required to receive training regarding applicable personnel policies and available victim service resources. Additionally, SARCs, SHARP VAs, and SHARP VRs will:

a. Inform DA Civilians of their rights as victims outlined in this memorandum.

b. If there is a nexus to the workplace, provide EEO Office(r) contact information so that the victim may discuss procedures for filing an EEO complaint, if applicable.

4. Unrestricted Reporting Procedures. Unrestricted reporting will result in notification of the sexual assault to the senior commander, the victim and subject's commander, and the U.S. Army Criminal Investigation Command (CID) and/or the appropriate the appropriate civilian law enforcement agency.

a. Victim Reporting Preference Statement (DD Form 2910). For DA Civilians who want to report a sexual assault, the SARC, SHARP VA, or SHARP VR will use the DD Form 2910 and explain the available services.

b. Defense Sexual Assault Incident Database. The SARC will enter all signed DD Form 2910s into the Defense Sexual Assault Incident Database (DSAID) within 48 hours of receiving the report. In deployed locations with connectivity issues, the deadline is extended to 96 hours.

c. If a DA Civilian makes an unrestricted report, the SARC and SHARP VA or SHARP VR will assist the DA Civilian with reporting to the appropriate law enforcement agency. SARCs will coordinate with CID and local law enforcement agencies to ensure that victims can be accompanied to interviews.

5. Victim Advocacy Services. SARCs, SHARP VAs, and VRs will assist DA Civilians in seeking additional victim advocacy services, medical treatment from appropriate medical resources, and counseling available in the local community.

a. Emergency medical services, including a Sexual Assault Forensic Exam (SAFE) and post-exposure prophylaxis, at a military medical treatment facility are authorized. Nonemergency medical services (follow-up care) at a military medical treatment facility are not authorized unless the DA Civilian victim is otherwise legally entitled to the services. SARCs, SHARP VAs, and VRs will help DA Civilians find off-post resources (for example, rape crisis centers or counseling services).

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b. DA Civilian eligibility for Special Victims Counsel (SVC) representation is dependent on the attendant circumstances and published authorities in place and will be determined at the time of the request, pursuant to Chapter 7-7(b) of reference 1h.

c. DA Civilians are not eligible to request expedited transfers. The servicing Civilian Personnel Advisory Center or Human Resources Office can provide assistance with employment questions.

d. DA Civilian sexual harassment complaints will continue to be processed through equal employment opportunity (EEO) channels in accordance with references 1i and 1j.

e. SARCs, SHARP VAs, and SHARP VRs will assist DA Civilians with contacting the appropriate EEO office.

f. SARCs, SHARP VAs, and VRs will follow the policies and procedures in reference 1i and this memorandum for record retention, confidentiality, and reporting requirements.

g. Workplace Safety. Reference 1f addresses matters of workplace safety.

6. Reporting Retaliation. If a DA Civilian reports experiencing retaliation associated with the unrestricted report of sexual assault, the victim has the ability to file a report of retaliation using DD Form 2910-2 (Retaliation Reporting Statement for Unrestricted Sexual Assault Cases).

7. The point of contact for this memorandum is Ms. Karoline Hay, (703) 571-7334 or karoline.r.hay.civ@mail.mil.

Encl

GARY M. BRITO  
Lieutenant General, USA  
Deputy Chief of Staff, G-1

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## REFERENCES

- a. Department of Defense (DoD) Directive 6495.01 (Sexual Assault Prevention and Response (SAPR) Program), 23 January 2012, incorporating Change 4, effective 11 September 2020
- b. DoD Instruction 6400.07 (Standards for Victim Assistance Services in the Military Community), 25 November 2013, incorporating Change 2, effective 6 July 2018
- c. Department of Defense Instruction 6495.02 (Sexual Assault Prevention and Response (SAPR) Program Procedures), 28 March 2013, incorporating Change 2, effective 7 July 2015
- d. Army Directive (AD) 2021-XI (Sexual Harrassment/Assault Response and Prevention Services for Department of the Army Civilians), DD Month 2021
- e. Army Regulation (AR) 27–10 (Military Justice), 11 May 2016
- f. AR 385–10 (The Army Safety Program), 24 February 2017
- g. AR 600–20 (Army Command Policy), 24 July 2020
- h. AR 27-3 (The Army Legal Assistance Program), 26 March 2020
- i. AR 690-12 (Equal Employment Opportunity and Diversity), 12 December 2019
- j. AR 690–600 (Equal Employment Opportunity Discrimination Complaints), 9 February 2004

Enclosure