

Program Visited:	Date:			The inspection will be conducted utilizing a C or NC system. NC is annotated if the area cannot be corrected at the time of inspection.							
Evaluator:				As of 17 March 21							
HQDA SEXUAL HARASSMENT/ASSAULT RESPONSE AND PREVENTION (SHARP) ORGANIZATIONAL INSPECTION PROGRAM (OIP) CHECKLIST				Responsibilities							
REQUIREMENTS	COMPLIANCE/ NON APPLICABLE			REFERENCES	ACOM, ASCC, DRU PM	SC PM	LEAD SARC	SARC	VA	USARC	ARNG
1. - Command Policy											
1.1 - The Commander publishes a SHARP policy letter.	C	NC	N/A	AR 600-20, 7-5o(4)	X	X	X	X		X	X
1.2 - The SHARP policy letter states the command's commitment to the SHARP Program.	C	NC	N/A	AR 600-20, 7-5o(4)b	X	X	X	X		X	X
1.3 - The SHARP policy letter states victims' rights.	C	NC	N/A	AR 600-20, 7-5o(4)b	X	X	X	X		X	X
1.4 - The SHARP policy letter states the definition of Sexual Assault.	C	NC	N/A	AR 600-20, 7-5o(4)b	X	X	X	X			
1.5 - The SHARP policy letter states the definition of Sexual Harassment.	C	NC	N/A	AR 600-20, 7-5o(4)b	X	X	X	X		X	X
1.6 - The SHARP policy letter states Sexual Assault and Sexual Harassment are not tolerated in the Army.	C	NC	N/A	AR 600-20,7-5o(4)b	X	X	X	X		X	X
1.7 - The SHARP policy letter addresses retaliation and reprisal, to include new definition.	C	NC	N/A	AR 600-20, 7-5o(4)b; 10 USC 1561	X	X	X	X		X	X
1.8 - The SHARP policy letter states Sexual Assault & Sexual Harassment are punishable under UCMJ, other Federal and local civilian laws; and are incompatible with Army values.	C	NC	N/A	AR 600-20, 7-5o(4)b	X	X	X	X		X	X
1.9- Ensure that SHARP policy letter and a list of victim resources are posted on the Unit bulletin board.	C	NC	N/A	AR-600-20, 7-5o(4)a	X	X	X	X		X	X
2. - Program Management											
2.1 - Develop a post-wide community education program to: (a) Inform all personnel about the seriousness of sexual assault and sexual harassment, including the causes, effects, and remedies; (b) Publicize procedures for reporting sexual assault and sexual harassment and available services; (c) Emphasize the importance of total community involvement in the SHARP Program; (d) Publicize the installation 24/7 SHARP Hotline and information on the availability of installation and community sexual harassment and sexual assault resources; (e) Publicize, the DoD Safe Helpline.	C	NC		AR 600-20 7-5 s(3) (a),(b),(c),(d),(e)	AMC / IMCOM	X		X Garrison		X	X
2.1.1. - Garrison SARC is ensuring the availability of logistical support for SHARP professionals and activities as appropriate to include, Participating in and providing logistical support for SAAPM.	C	NC		AR 600-20 7-5 s(1)(f)	AMC / IMCOM	X		X Garrison			
2.2. - Develop and issue command policy guidance on SHARP Program requirements, prevention of sexual harassment, sexual assault, and retaliatory behavior, response standards for reports and complaints as well as the standards of care for treatment of victims and complainants.	C	NC	N/A	AR 600-20 7-5 u (1)	X	X				X	X
2.3. - ACOM, ASCC and DRU are monitoring the execution of the SHARP Program in all commands, agencies, and activities (including USAR and ARNG units when mobilized) under their jurisdiction.	C	NC	N/A	AR 600-20 7-5 u (7)	X					X	X
2.4. - SHARP PM has a record of every SHARP professional in the command. These records are include copies of the nomination, screening checklist (for Soldiers), cleared screening (for DA Civilians), training certificate, ASI (for Soldiers), D-SAACP certification, and appointment memo.	C	NC	N/A	AR 600-20 7-5 u (19) App G-9 b	X					X	X
2.4.1. - ACOM, ASCC, and DRU commander is acting as approval authority for the assignment of company-level trained and certified collateral duty SHARP VAs for exceptional situations, such as geographical dispersion or large units.	C	NC	N/A	AR 600-20 7-5 u (6)	X					X	X
2.5. - SHARP professionals have satisfied qualifications outlined.	C	NC	N/A	AR 600-20 G-2 Table G-1	X	X				X	X
2.6.- MOUs/MOAs are in place where civilian agencies or military services are used as support services.	C	NC	N/A	AR 600-20 7-5 u (11)	X	X	X			X	X
2.7. - Ensure compliance with AR 600-8-8. Engaged sponsorship and mentorship programs can be effective prevention measures.	C	NC	N/A	AR 600-20 7-5 u (12)	X	X				X	X
2.8. - Periodic assessments are conducted of the command's SHARP Program for program improvement. Continually monitor the unit and assess SHARP policy implementation at all levels within the area of responsibility. Identify problems or potential problems for commander's update. To include command climate assessment	C	NC	N/A	AR 600-20 7-5 o (9)(11); DoDI 6495.02	X	X	X	X		X	X

HQDA SEXUAL HARASSMENT/ASSAULT RESPONSE AND PREVENTION (SHARP) ORGANIZATIONAL INSPECTION PROGRAM (OIP) CHECKLIST					Responsibilities						
2.8.1. - Use the Organization Inspection Program (OIP) checklist to ensure SHARP Program compliance and effectiveness. Organization Inspection Program (OIP) checklist is the standard document for all official inspections and will be used when a PM transitions in/out of a position or one calendar year when there is no transition occurs to ensure SHARP Program is in compliance and effective. ACOMs, ASCC, and DRUs will provide an annual report of their OIPs and SAVs to DCS, G-1 ARD.	C	NC	N/A	AR 600-20 7-5 u (16), App N-1a (1), (2) and App N-5a	X	X				X	X
2.8.2. - ACOM, ASCC, and DRUs are conducting an organizational inspection of its program office every 2 years.	C	NC	N/A	AR 600-20 App N-3 a	X	X					
2.8.3. - USAR organizational and functional commands, support commands, and training commands are performing inspections when conducting annual training or mobilized for contingency operations within the calendar year.	C	NC	N/A	AR 600-20 App N-3 b						X	X
2.8.4. - ARNG brigade-sized units from each state are conducting inspections when conducting annual training or mobilizing while under Title 10 USC status.	C	NC	N/A	AR 600-20 App N-3 c						X	X
2.9. - Lead SARC supports the SC, tenant commanders, and other SARCs to ensure an integrated and transparent response capability and system accountability.	C	NC	N/A	AR 600-20 7-5 z (5)	X	X	X			X	X
2.10. - Require the lead SARC to review the HQDA monthly QC reports and coordinate with brigade SARCs and USACIDC to ensure errors are resolved, and missing/correct data are entered into DSAID upon receipt of the monthly QC report. Require lead SARCs to immediately inform DCS, G1 ,ARD of any unresolved errors. Note. In order for errors to be cleared from the QC report, corrections will be made no later than the 14th of the month. Immediately inform DCS, G1, ARD of any unresolved errors. Corrections are made no later than the 14th of the month.	C	NC	N/A	AR 600-20 7-5 t (2)	X	X	X			X	X
2.11. - Ensure that a safety assessment is conducted for all victims who report a sexual assault.	C	NC	N/A	AR 600-20 7-5 t (3)		X	X	X	X	X	X
2.12. -SCs are reviewing, during each SARB, actions taken to resolve all DSAID data errors and the reconciliation of USACIDC sexual assault case investigations reported as missing from DSAID on the monthly DSAID QC report provided to lead SARCs by the DCS, G – 1 ARD.	C	NC	N/A	AR 600-20 7-5 u (37)	X	X	X			X	X
2.13. - USACIDC is providing sexual assault case data to SARCs for entry into DSAID, within 36 hours of the initial report.	C	NC	N/A	AR 600-20 7-5 f (14)	X	X	X	X		X	X
3. - Hotline/Outreach/Awareness											
3.1 - The installation has a 24/7 SHARP hotline capabilities and is answered by a appropriately trained D-SAAC certified SHARP professional, and is well publicized throughout the installation (bulletin boards, barracks, training areas, etc.).	C	NC	N/A	AR 600-20, 7-5 t(7); DODI 6495.02 ENCL 2 (6), AR 600-20 APP M-2(b); 6495.02 ENCL 6.1. g (13)		X	X				
3.2. - There are written procedures for managing the 24/7 response capability. (SOP)	C	NC	N/A	AR 600-20 APP M-2 (b); 6495.02 ENCL 2 (6),		X	X				
3.3. - The SC ensures that 24/7 SHARP hotline responders have the current listing of subordinate unit information so that they can coordinate as required.	C	NC	N/A	AR 600-20 APP M-2 (b),		X	X				
3.4. - The DOD Safe Helpline (1-877-995-5247), and contact information is well publicized throughout the installation, on the availability of installation and community sexual harassment and sexual assault resources.	C	NC	N/A	AR 600-20 7-5s(3)d; 6495.02 ENCL 3.1.e	X	X	X		X	Garrison	
3.4.1 - Commanders are ensuring the DoD Safe Helpline phone number and website is posted on their garrison websites and media to ensure immediate sexual assault victim assistance.	C	NC	N/A	AR 600-20 APP M-3 f (5)	X	X			X	Garrison	
3.4.2. - Ensure awareness of the SHARP Program and publicize on- and off-post crisis response resources available to assist complainants and victims.	C	NC	N/A	AR 600-20 7-5o(21)	X	X	X		X		
3.5. - Commanders are publishing and enabling anonymous report of sexual harassment through hotline, email, or phone lines.	C	NC	N/A	AR 600-20 7-8 l (1)		X	X		X		
3.6. - ACOM, ASCC, DRU and USAR PM are ensuring that the SARC, Chaplain, SVC, MTF, and MP numbers are correct and that required updates are submitted to the DCS, G-1 ARD within one business day (medical, law enforcement, Chaplain, SACC).	C	NC	N/A	AR 600-20 APP M-3(d); DODI 6495.02;	X	X	X				
3.7 -Lead SARC ensures that information maintained on the DoD Safe Helpline is accurate and revisions are reported to the ACOM, ASCC, and DRU within 1 business day. Revisions not reflected within 2 business days are re-addressed to the ACOM, ASCC, or DRU SHARP PM.	C	NC	N/A	AR 600-20 7-5 t (6); k (10), App M-3; DODI 6495.02;	X	X	X				
3.8. - Commands promote and maintain accurate information on the DoD Safe Helpline and the installation 24/7 SHARP hotline to provide crisis intervention, facilitate victim reporting through connection to the nearest SARC, and other first responder resources. The DoD Safe Helpline does not replace local base and installation SARC, SHARP VA, or VR contact information.	C	NC	N/A	AR 600-20, 7-5 k (10), l (8) u (9); DODI 6495.02, AR 27-10,	X	X	X			X	X
3.9. - Conduct routine assessment of 24/7 SHARP hotline and Command website and SAFE Hotline, as response to DCS- G1 QC reports.	C	NC	N/A	AR 600-20 7-5 w(20), k(11), l (9)	X	X	X			X	X
4. - Sexual Harassment and Retaliation Support Services											
4.1. - SHARP professional coordinates with a Brigade SARC to discuss options and refer the individual to the appropriate reporting and support agencies as noted in ICRS or on MFR.	C	NC	N/A	AR 600-20 App H- 2		X	X	X		X	X
4.1.2. - SARC wrote a Memorandum for Record to record date of discussion, any referrals given, and the point of contact associated with the referral (this procedure is optional).	C	NC	N/A	AR 600-20 App H- 2 (5)		X	X	X		X	X
4.1.3. - Lead SARC discusses initial report and follow-up in SARB.	C	NC	N/A	AR 600-20 App H- 2 b (6)		X	X			X	X

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4.2. - All sexual harassment complaints are addressed regardless of the level at which they are reported. SHARP professionals, including SHARP VAs, trained and certified collateral duty SARC, Training Instructors and PMs, will refer sexual harassment complainants to their servicing full-time brigade or equivalent SARC.	C	NC	N/A	AR 600-20 7-8 g and App J-1;	X	X	X	X		X	X
4.3 - All anonymous complaints, even those that cannot be investigated, are referred to the subject's BDE commander for evaluation, and entered into ICRS.	C	NC	N/A	AR 600-20 7-8 l (2)		X	X	X		X	X
4.3.1 - All commanders are ensuring investigations are completed in accordance with DoDi 1020.03 and this regulation.	C	NC	N/A	AR 600-20 7-5 o(28);	X	X	X	X		X	X
4.4. - SARC are accepting and processing informal, formal, and anonymous sexual harassment complaints. This responsibility cannot be delegated to a VA.	C	NC	N/A	AR 600-20 7-5 y (1)			X	X		X	X
4.4.1. - Brigade SARCs are ensuring informal sexual harassment complaints and entered into ICRS. The SARC are entering informal complaint information into ICRS no later than 3 calendar days (RA) and next MUTA – 4 (USAR) from the date of receipt.	C	NC	N/A	AR 600-20 7-8 m (3)			X			X	X
4.4.2. - Brigade SARCs are ensuring formal and anonymous sexual harassment complaints are properly documented on DA Form 7746 (Sexual Harassment Complaint) and entered into ICRS).	C	NC	N/A	AR 600-20 7-5 o (32), y (3); DoDi 1020.03 para. 4-1 section 7,			X	X		X	X
4.5. - Commanders who are receiving sexual harassment complaints are providing the Brigade SARC with information required to be entered into ICRS.	C	NC	N/A	AR 600-20 7-5 o (32); DoDi 1020.03 para. 4-1 implied based on question 6-1			X	X		X	X
4.6. - SARCs are assisting and supporting sexual harassment complainants and victims in accordance with DoDD 1350.2, DoDi 1030.2, and DoDi 6400.07. Complainants and victims are provided adequate protection and care, and informed about available support resources, including emergency and support services; provided counseling, treatment and other support; on and off post victim and witness services.	C	NC	N/A	AR 600-20 7-5 y (2);			X	X		X	X
4.7. - VAs who are receiving formal sexual harassment complaints are forwarding the complaint to the BDE SARC for processing. *Note: VAs should provide victim advocacy services as requested by the complainant.	C	NC	N/A	AR 600-20 7-5 bb (6) DoDi 1020.03 para. 4-1 implied based on question 6-1			X	X	X		
4.7.1. - VA are providing support services that are available to help resolve the issues, as appropriate, both on and off-post (health care, counseling, MPOs, TROs, and CPOs, chaplains, legal assistance, and unit or installation trained mediators for alter-native dispute resolution).	C	NC	N/A	AR 600-20 7-8 c (2)			X	X	X		
4.8. - An informal complaint is not subject to regulatory timeliness standards, but should be resolved within 14 calendar days of the complaint receipt.	C	NC	N/A	AR 600-20 7-8 (4)			X	X			
4.8.1 - Formal sexual harassment complaints upon receipt of a complaint, commanders will commence or cause the commencement of an investigation or inquiry within 72 hours and will forward the complaint to the first commander in the chain of command with GCMCA within 72 hours of receipt..	C	NC	N/A	AR 600-20 7-8 n (5); DODI 1020.03:			X	X			
4.8.2. - The full-time brigade SARC is referring all formal complaints to the BDE commander immediately.	C	NC	N/A	AR 600-20 7-8 n(4)			X	X			
4.8.3. - SARCs are preparing an MFR, which will include information indicating the nature of the complaint and identifying pertinent information to assist in the identification of the organization's command climate. SARCs will maintain the MFR under double lock and key.	C	NC	N/A	AR 600-20 7-8 m (8)			X	X			
4.9. - Commanders provide progress reports to the GCMCA every 20 days after the date in which the investigation commenced and 14 days thereafter until completion.	C	NC	N/A	AR 600 -20 7-8 n, (5); DODI 1020.03; AR 600-20		X		X		X	X
4.9.1. - Commanders conduct sexual harassment investigations personally or appoint an investigation officer IAW AR 15-6. Sexual Harassment complaints that involve criminal acts under the UCMJ are referred to CID for investigation.	C	NC	N/A	AR 600-20 7-6 b; DODI 1020.03, AR 15-6;		X		X		X	X
4.9.2. - Commanders establish and implement plans to protect complainants, any named witnesses, and the subject from acts of reprisal.	C	NC	N/A	AR 600-20 7-8 n (8) f		X		X		X	X
4.9.3. - Commanders are providing written feedback to the complainant and the subject on the status of the investigation. Feedback is provided every 14 calendar days (next MUTA – 4 and every MUTA – 4 thereafter for USAR) until actions to resolve the complaint are taken. This responsibility is not be delegated. Feedback should be consistent with the limitations of the Privacy Act and the FOIA. Commanders will inform the servicing SARC/SARC who received the initial complaint of the provisions of feedback so it can be entered into ICRS.	C	NC	N/A	AR 600-20, 7.8 p, Appendix C-7 b		X		X		X	X
4.10.- Civilian complainants of Sexual Harassment SHARP professional should provide information and refer with a warm hand-off to EEO.	C	NC	N/A	AR 600-20 7-8 h (3); AR 690-12		X		X		X	X
4.11. - Complaints of sexual harassment that are sex-related offenses punishable under UCMJ are referred to CID for investigation.	C	NC	N/A	AR 600-20 7-8 d; DODI 1020.03, G-1 Memo dated 14 Feb 18		X		X		X	X
4.12. - Prescribes DA Form 7746 (Sexual Harassment Complaint) and DA Form 7746-1 (Sexual Harassment Complaint Resolution Assessment).	C	NC	N/A	AR 600-20 (paras 7-5 y (3) and 7-8 n (6).		X		X		X	X

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4.13. - Ensure Commanders enforce procedures to protect; SARCs, SHARP VAs, VRs, witnesses and bystanders who intervene to prevent or report sexual assault or sexual harassment from retaliation, reprisal, ostracism, intimidation, or maltreatment related to the execution of their duties and responsibilities	C	NC	N/A	AR 600-20 7-5 o (22), (23);	X	X	X		X	X
5. - Sexual Assault Response Services										
5.1. - Victim services are in place to provide information and emotional support during administrative, medical, investigative, and legal procedures, that victims understand the processes involved, and that data will be collected, reported, and maintained on cases.	C	NC	N/A	AR 600-20 7-5 x 1 (d)	X	X	X	X		
5.2. - SARCs are serving as the point of contact for coordinating care to ensure that sexual harassment and sexual assault victims receive appropriate and responsive care by updating cases in DSAID.	C	NC	N/A	AR 600-20 7-5 x (1) a;	X	X	X			
5.3. - SARCs are responding, or direct a SHARP VA or VR to respond, to every restricted and unrestricted report of sexual assault. The response will be in person, unless otherwise requested by the victim.	C	NC	N/A	AR 600-20 7-5 x (3) b.1;	X	X	X			
5.4. - Victims are properly advised of the role and availability of a victim advocate and informed of Victims Rights on a DD 2701 (Victim and Witness of Crime)	C	NC	N/A	AR 600-20 7-5 x (3) 2 e; AR 600-20 7-5 x (3) 3; DODI 6495.02; ; AR 27-10	X	X	X			
5.5. - Victims are properly advised of their potential eligibility for an SVC by coordinating with the servicing legal office regarding SVC services, assistance provided by a SARC, and assistance provided by a SHARP VA or VR, as soon as they seek assistance from a SARC, SHARP VA or VR, USACIDC, VWL, or trial counsel. Documented on the DD 2910.	C	NC	N/A	AR 600-20 7-5 x (3) 2 f; DODI 6495.02; AD 2015-10	X	X	X			
5.6. - Sexual assault victims document their reporting option preference (Restricted or Unrestricted) on the Victim Reporting Preference Statement, DD Form 2910, dated: April 2020.	C	NC	N/A	AR 600-20 7-5 x (3) 3 i; DODI 6495.02;	X	X	X			
5.6.1. - For restricted reports, the victim signs their name on the DD 2910 (Victim Preference Reporting Statement) documenting their restricted reporting preference.	C	NC	N/A	AR 600-20 7-5 x (3) 3 i; DODI 6495.02	X	X	X			
5.6.2. - 2910s are stored under double lock and key.	C	NC	N/A	AR 600-20 7-5 x (3) k; AR 380-5;	X	X	X			
5.7. - Track services provided to victims of sexual assault from initial report of sexual assault through disposition and resolution or until the victim no longer wishes to receive SHARP services. If a SARC is not authorized to have access to DSAID, they will coordinate with the first full-time brigade-level SARC in their chain of command to ensure services are properly tracked.	C	NC	N/A	AR 600-20 7-5 x (3) j; DODI 6495.02; AD 2015-10	X	X	X			
5.7.1. - Sexual assault cases are entered into DSAID within 48 hrs. (96 hrs. in deployed locations with connectivity issues) by SARC.	C	NC	N/A	AR 600-20 7-5 x (3) f 1; DODI 6495.02; AD 2015-10	X	X	X			
5.7.2. - The Lead SARC ensures all sexual assault cases are entered into the Defense Sexual Assault Incident Database (DSAID) within 48 hours in deployed environment 96 hours, and established standard operating procedures.	C	NC	N/A	AR 600-20 7-5 z (7); DODI 6495.02; AD 2015-10	X	X	X			
5.8. - SARC reports directly to the SC for matters concerning sexual harassment and sexual assault.	C	NC	N/A	AR 600-20 7-5 x; DODI 6495.02	X	X	X			
5.9. -Maintains liaisons with the provost marshal officer, USACIDC, medical and legal services, and commanders to facilitate immediate response to and accurate reporting of sexual assaults	C	NC	N/A	AR 600-20 7-5 x (3) DODI 5505.18, DODI 5505.19, DODI 6495.02		X	X			
5.9.1. - Assistance from an Special Victims Counsel (SVC), SARC, SHARP VA, or VR are available whether a victim has made a restricted or unrestricted report	C	NC	N/A	AR 600-20 x (3) (b) 2 (f) 3; (DODI 6495.02, AR 27-10:17-10 (11) a		X	X			
5.9.2. - victim who chooses the restricted reporting option, SHARP VA will ensure the victim with their consent is taken to a healthcare provider in lieu of reporting the sexual assault to law enforcement.	C	NC	N/A	AR 600-20 7-5 bb (2) a; DODI 5505.18, DODI 5505.19, DODI 6495.02		X	X			
5.9.3. - A Sexual Assault Clinical Provider (SACP) is available.	C	NC	N/A	DODI 6310.09; DODI 6495.02; MEDCOM 40-36		X	X			
5.9.4. - A Sexual Assault Care Coordinator (SACC) is available.	C	NC	N/A	DODI 6495.02 & MEDCOM 40-36		X	X			
5.9.5. - Sexual Assault Medical Forensic Examiner (SAMFE) or Sexual Assault Nurse Examiner (SANE) is available.	C	NC	N/A	DODI 6495.02, DODI 6310.09; MEDCOM 40-36		X	X			
5.9.6. - Command SJA/Legal services are available.	C	NC	N/A	DODI 6495.02, AR 27-10,		X	X			
5.9.7. - Victim/Witness Assistance Program (VWAP) is available.	C	NC	N/A	AR 27-10		X	X			
5.10. - ACOM, ASCC, and DRU organizations report formal sexual harassment complaints and unrestricted reports of sexual assault involving the following incident categories to the AOC and DCS G-1 (DAPE-MPE-PC) PCC within 24 hours of notification in CCIR. See APP J-1	C	NC	N/A	AR 600-20 App J-1; DAPE Memo 11 APR 18	X	X	X	X	X	X
5.11. - Sexual Assault Incident Response Oversight (SAIRO) report (8 Day Report) is completed for unrestricted reports of sexual assault.	C	NC	N/A	AR 600-20 App K-1 DODI 6495.02, AD 2015-10	X	X	X	X	X	X
5.12 - Expedited transfer requests are tracked and reported and ensure compliance with appendix I.	C	NC	N/A	AR 600-20 7-5 w (23), App I	X		X	X	X	X
5.12.1 - Expedited transfer cases are approved or denied within 72 hours.	C	NC	N/A	DODI 6495.02, AR 614-100, 5-8 & AR 614-200, 5-18	X		X	X	X	X
5.12.2. - Permanent Change of station moves are completed within 30 days.	C	NC	N/A	DODI 6495.02, AR 614-100, 5-8 & AR 614-200, 5-18	X		X	X		
5.12.3. - Intra-post transfers are completed within one week.	C	NC	N/A	DODI 6495.02, AR 614-100, 5-8 & AR 614-200, 5-18	X		X	X	X	X
5.12.4. - Commander provided the victim a monthly update of her or his case within 72 hours of the last SARB.	C	NC	N/A	AR 600-20 App I-2 Table I-1		X	X	X		
5.13.- Collateral duty SARCs assigned to military police units are not providing SARC or VA services outside of military police units. SARCs and VAs are registered in DSAID per UIC code	C	NC	N/A	DODI 6495.02, AR 614-100, 5-8 & AR 614-200, 5-18	X		X	X	X	X
5.15. - Procedures are in place for ARNG and USAR units to process rapid line of duty (LOD) determinations for ARNG Soldiers eligible to make sexual assault reports.	C	NC	N/A	AR 600-20 7-5 k (5) l (5);	X	X	X	X	X	X
6. - Sexual Assault Review Board (SARB)										

HQDA SEXUAL HARASSMENT/ASSAULT RESPONSE AND PREVENTION (SHARP) ORGANIZATIONAL INSPECTION PROGRAM (OIP) CHECKLIST					Responsibilities					
6.1. - Ensure Senior Commander or Deputy Commander chairs the monthly installation SARB (can not be delegated below deputy commander); implement procedures and standards of operations and actions for reports of retaliation, reprisal, ostracism, or maltreatment to protect the victim, of unrestricted sexual assault reports.	C	NC	N/A	AR 600-20: 7-5 t(4) & App F-3 (a); & F-5 b (8) DoDI 6495.02 (change 4)		X	X		X	X
6.1.2. - Issue command policy that, in a deployed environment, units will conduct SARBs at the appropriate level, though no lower than brigade level.	C	NC		AR 600-20 7-5 u (2)	X				X	X
6.1.3 - The Lead SARC will serve as co-chair of the SARB and will compile SARB agenda and ensure all retaliation cases are tracked until resolved.	C	NC	N/A	AR 600-20 7-5 z (1); DODI 6495.02		X	X		X	X
6.2. - The SARB Chair confirms that all Unrestricted Reports, initiated by a DD Form 2910 or an investigation initiated by an MCIO, are entered into DSAID within 48 hours of the DD Form 2910 being signed by the victim.	C	NC	N/A	DoDI 6495.02						
6.2.1 - Lead SARC required to be present during each SARB, to co-chair each SARB, and to address actions taken to resolve all DSAID data errors and reconciliation of USACIDC sexual assault case investigations reported as missing from DSAID on the monthly QC report.	C	NC	N/A	AR 600-20 7-5 t (9)		X	X		X	X
6.2.2 - Maintained in DSAID an account of the services referred to and requested by the victim, from medical treatment through counseling, and from the time of the initial report through the final case disposition, or until the victim no longer desires services. Update each victim's case in DSAID within 48 hours of receipt of new information, client contact, and SARB, until the SHARP case is closed.	C	NC	N/A	AR 600-20 7-5 y (6)	X	X	X		X	X
6.3. - Commanders and lead SARCs are maintaining accurate DoD Safe Helpline sexual assault phone number information as an agenda item for the monthly SARB. The SARB will also address accurate installation website information and the previous month's QC test call results of all 24/7 sexual assault phone numbers within the garrison.	C	NC	N/A	AR 600-20 App F-5 (16), App M-3 (f) (12); DODI 6495.02	X	X	X		X	X
6.3.1. - Ensured accuracy of all contact information is for the SARCs, USACIDC, MP desk, MTF, servicing legal office, SVC, and chaplain for the installation posted on the DoD Safe Helpline website (https://safehelpline.org) is presented at the SARB. Inaccurate information will be reported by the lead SARC to the appropriate ACOM, ASCC, or DRU PM within 24 hours of the SARB.	C	NC	N/A	AR 600-20 App F-5 (16); App M-3 (d); DODI 6495.02	X	X	X		X	X
6.4. - Confirm each victim receives a safety assessment. Safety concerns for victims are addressed at SARB	C	NC	N/A	AR 600-20 App F-5 b.(9), App F-6; USD Memo 13 Nov 2019; DoDI 6495.02		X	X		X	X
6.4.1. - Ensure to monitor the status of each expedited transfer request and MPO at the SARB .	C	NC	N/A	AR 600-20 App F-5 (14); DODI 6495.02,		X	X		X	X
6.4.2. - If the victim has informed the SARC of an existing CPO, require the SARC to inform the SARB of the CPO and its requirements.	C	NC	N/A	AR 600-20 App F-5 (15); DODI 6495.02,		X	X		X	X
6.5. - Ensure accountability and training of commanders is addressed at SARB	C	NC	N/A	AR 600-20 APP F-4 a.		X	X		X	X
6.6. - Retaliation against victims, family members, witnesses, and bystanders is addressed as an agenda item for the SARB.	C	NC	N/A	AR 600-20 App F-5 b.(8); DoDI 6495.02; DOD Retaliation Prevention and Response Strategy;		X	X		X	X
6.7. - Victim access to quality services addressed at SARB and to facilitate Victim monthly updates.	C	NC	N/A	AR 600-20 App F-4 a.; DODI 6495.02		X	X		X	X
6.8. - If there are no cases to review in a given month, the SARB will meet to ensure training, processes and procedures are complete for system coordination. (REVISED, added verbiage)	C	NC	N/A	AR 600-20 App F-5 b (1), b (5)		X	X		X	X
6.9. - Present actions taken to resolve all DSAID data errors and reconciliation of USACIDC sexual assault investigations reported as missing on the monthly QC report. (New-separated from 5.9 and revised sentence).	C	NC	N/A	AR 600-20 App F-5 c. (7)						
6.10. - SC provides recommendations and assistance to SARCs and VAs to ensure a victim's continued recovery, well-being, and safety.	C	NC	N/A	AR 600-20 App F-5 b. (13)		X	X		X	X
6.11. - For unrestricted reports that are consider (HRRT), SARB Chair forms a high risk response team (HRRT) if the victim is assessed by the SARC or through a safety assessment to be at a high risk of harm from the subject, people associated with the subject, or harm to themselves.	C	NC	N/A	AR 600-20 App F-6; DODI 6495.02,		X	X		X	X
6.12.- SARB Minutes are created and maintained by the Lead SARC.	C	NC	N/A	AR 600-20- App F-4; DODI 6495.02,		X	X		X	X
6.13. - Ensure appropriate training of all military responders is directed and documented.	C	NC	N/A	DoDI 6495.02						
6.14. - Victim's immediate commander provides monthly updates to victims of a sexual assault who filed an unrestricted report regarding the current status of any ongoing investigative, medical, legal, or any other request made by the victim, or command proceedings regarding the sexual assault until the final disposition of the reported assault. This is a non-delegable commander duty. The monthly update will occur within 72 hours after the SARB.	C	NC	N/A	AR 600-20 7-5 t (11); DoDI 6495.02		X	X		X	X
7. - SHARP Professionals										

HQDA SEXUAL HARASSMENT/ASSAULT RESPONSE AND PREVENTION (SHARP) ORGANIZATIONAL INSPECTION PROGRAM (OIP) CHECKLIST					Responsibilities				
7.1. - SHARP professionals (PMs, SARCs, SHARP VAs, VRs, and trainers) are appointed by commanders or the appropriate appointing authority. The SARC, PM, and Training Instructor appointment memos are signed by the first GO/SES in their chain of command; the appointment memo for a SHARP VA or VR are signed by their brigade commander (O – 6), and are D–SAACP certified in accordance with DoDI 6495.03 and ASA (M&RA) guidance for DA Civilian SHARP Program positions: Are trained and qualified to receive formal complaints of sexual harassment in accordance with DoDD 1350.2; and reports of sexual Assault; have undergone the required background investigation within the past 3 years; and not have any disqualifying conditions.	C	NC	N/A	AR 600-20 7-5 (37) v, u (17); & G-2 b; DoDI 6495.03; AD 2018-16	X	X		X	X
7.1.1 - SHARP professionals, both Military and DA Civilian, are obtaining and maintaining D–SAACP certification.	C	NC	N/A	AR 600-20 7-5 Appendix G-2 (4)a; DODI 6495.02, DODI 6495.03,	X	X		X	X
7.2. - Senior Commanders at every installation have appointed a lead SARC, in writing.	C	NC	N/A	AR 600-20 7-5 t (1), u (36)		X		X	X
7.2.2. - Brigade and brigade-equivalent commanders are ensuring the appointment of one full-time SARC and one full-time SHARP VA, in a TDA / MTOE documented position.	C	NC	N/A	AR 600-20 7-5 p (2) q; DODI 6495.02, Pub. L. 112–81, div. A, title V, §584, Dec. 31, 2011, 125 Stat. 1432 , as amended by Pub. L. 113–66, div. A, title XVII, §1724,	X	X		X	X
7.2.3. - Garrison Commanders are ensuring the appointment of one full-time SARC and one full-time SHARP VA.	C	NC	N/A	AR 600-20 7-5 s (1); DODI 6495.02, Pub. L. 112–81, div. A, title V, §584, Dec. 31, 2011, 125 Stat. 1432 , as amended by Pub. L. 113–66, div. A, title XVII, §1724, Dec. 26, 2013, 127 Stat. 970 (10 USC 1561 (note)); A.D 2018-16	X	X	X		
7.2.4. - ARNG and USARC are ensuring full-time and collateral duty SHARP professionals are appointed in writing, trained, certified, and prepared to perform their duties both in garrison and deployed environments.	C	NC	N/A	AR 600-20 7-5 k (13), l (12); DODI 6495.02, Pub. L. 112–81, div. A, title V, §584, Dec. 31, 2011, 125 Stat. 1432 , as amended by Pub. L. 113–66, div. A, title XVII, §1724, Dec. 26, 2013, 127 Stat. 970 (10 USC 1561			X	X	X
7.2.5. - One SHARP SARC and one VA trained and certified collateral duty are appointed at Brigade and Battalion level.	C	NC	N/A	AR 600-20 7-5 p (1), r ; AD 2018-16, Pub. L. 112–81, div. A, title V, §584, Dec. 31, 2011, 125 Stat. 1432 , as amended by Pub. L. 113–66, div. A, title XVII, §1724, Dec. 26, 2013, 127 Stat. 970	X	X	X	X	X
7.2.5.1 - ACOM, ASCC, & DRU commanders are acting as approval authority for the assignment of company-level trained and certified collateral duty SHARP VAs for exceptional situations, such as geographical dispersion or large units.	C	NC	N/A	AR 600-20 7-5 u (6), p (1) ; DODI 6495.02;	X				
7.3. - SARCs meet rank/grade requirements of SFC, CW3, GS-11, MAJ or higher, or possess a valid approved ETP. Full time and Collateral Duty	C	NC	N/A	AR 600-20 7-5 x, G-2 Table G-1; & G-1 Memo Jan 2017	X	X	X	X	X
7.3.1 - VAs meet rank requirements of SSG, CW2, GS9, 1LT or higher, or possess a valid HQDA-approved ETP. Full time and Collateral Duty	C	NC	N/A	AR 600-20 7-5 G-2 Table G-1; & G-1; Memo Jan 2017	X	X	X	X	X
7.3.2. - Training Instructors are DA Civilians GS – 11 or higher. . An approved exception to policy signed by the Director, DCS, G – 1, ARD is required for Soldiers to attend the SHARP Trainer Course.	C	NC	N/A	AR 600-20 7-5 dd	X	X		X	X
7.4. - Commanders at all levels are ensuring all SHARP professionals under their command are appropriately screened, trained, and certified before being appointed to their positions,	C	NC	N/A	AR 600-20 7-5 o (29), p (1) ; DODI 6495.02; AD 2018-16, Pub. L. 112–81, div. A, title V, §584, Dec. 31, 2011, 125 Stat. 1432 , as amended by Pub. L. 113–66, div. A, title XVII, §1724, Dec. 26, 2013, 127 Stat. 970	X	X		X	X
7.4.1.- SHARP PM completed –SHARP Foundation Course and SHARP PM Course.	C	NC	N/A	AR 600-20 App G-2 table G-1; G-1 D-SAACP Program Memo	X	X		X	X
7.4.2. - FT SARCs and FT VAs completed the SARC/VA Career Course.	C	NC	N/A	AR 600-20 App G-2 Table G-1 DODI 6495.02, Enclosure 10; G-1 D-SAACP Memo	X	X		X	X
7.4.3. - CD SARCs and CD VAs completed the SHARP Foundation Course.	C	NC	N/A	AR 600-20 APP G-2 Table G-1; & DA Memo Jan 2017; G-1 D-SAACP Program Memo	X	X		X	X
7.4.4. - Trainers completed the SARC/VA Career Course and the SHARP Trainer Course	C	NC	N/A	AR 600-20 7-5 dd, App G-2 table G-1	X	X		X	X
7.5. - All SHARP professionals will have current cleared background screening.	C	NC	N/A	AR 600-20 App G-2 a, G-4 b ; DODI 6495.03; G-1 D-SAACP Program Memo	X	X		X	X
7.5.1. - FT Military SARCs and FT Military VAs have completed a behavioral health screening (does not apply to collateral duty SARCs/VAs or Civilians).	C	NC	N/A	AR 600-20 App G-2 Table G-1; AD 2018-16	X	X		X	X
7.5.2. - Military SARCs and VAs have a cleared HRC background check.	C	NC	N/A	AR 600-20 App G-2 Table AD 2018-16	X	X		X	X
7.5.3 - (FBI) fingerprint check and Defense Central Index or investigations check (or equivalent military records, or State records check for NGB) has been completed as part of the pre screening	C	NC	N/A	AR 600-20 G-2 a; DODI 6495.03; G-1 D-SAACP Program Memo	X	X		X	X

HQDA SEXUAL HARASSMENT/ASSAULT RESPONSE AND PREVENTION (SHARP) ORGANIZATIONAL INSPECTION PROGRAM (OIP) CHECKLIST					Responsibilities							
7.5.4. - SHARP professionals have met the criteria minimum interim background check for a tier 3 or tier 3R security clearance and State Criminal History Repository (SCHR) check.	C	NC	N/A	AR 600-20 App G-2; DoDi 6495.03 3-1 a (2)	X	X					X	X
7.5.5. - All SARCs and VAs have a cleared ASAP background check.	C	NC	N/A	AR 600-20 App G-2; DoDi 6495.03 3-1 a (2); AD 2018-16	X	X					X	X
7.5.6. - All SARCs and VAs have a cleared PMO background check.	C	NC	N/A	AR 600-20 App G-2; DoDi 6495.03 3-1 a (2) ; AD 2018-16	X	X					X	X
7.5.7. - Civilian SARCs and VAs have a cleared OPM Background Check.	C	NC	N/A	AR 600-20 App G-2; DoDi 6495.03 3-1 a (2); Guidance for Civilian SHARP Positions 17 Dec 18	X	X					X	X
7.5.8. - All SARCs and VAs have a cleared National Agency Check Inquiries (NACI) or the ANACI.	C	NC	N/A	AR 600-20 App G-2; DoDi 6495.03 3-1 a (2); AD 2018-16	X	X					X	X
7.5.9. - All SARCs and VAs have a cleared National Sex Offender Public Website (NSOPW) background check.	C	NC	N/A	AR 600-20 App G-2; DoDi 6495.03 3-1 a (2) AD 2018-16	X	X					X	X
7.5.10. -Type II, III background screening appeals, if any, are signed by a GO.	C	NC	N/A	AR 600-20 App G-2; DoDi 6495.03 3-2 a (1-7, a-h); AD 2018-16	X	X					X	X
7.5.11. - FT SARCs & FT VA s are stabilized (Military only).	C	NC	N/A	AR 614-100, AR 614-200	X	X					X	X
7.5.12. - SHARP professionals individuals with a favorable determination from a Tier 3 ; Tier 3 R or higher background investigation are enrolled in CE in accordance with DoD Manual 5200.02.	C	NC	N/A	DODi 6495.03. 3-1 e	X	X					X	X
8. - Training												
8.1. - SHARP annual, pre-deployment, and post-deployment training is conducted and tracked.	C	NC	N/A	AR 600-20 7-5 o (6), and u (20); AR 350-1, Table F-1; DoDi 6495.02, Encl 10, para 3.e., 3.f	X	X	X	X			X	X
8.1.2 - Commanders are ensuring annual SHARP training is conducting face-to-face using the approved Department of the Army SHARP Annual Training Support Package available on the Army	C	NC	N/A	AR 600-20 7-5 m (3), and o (6) a ; AD 2018-23 ; AR 350-1, Table F-1	X	X	X	X	X		X	X
8.1.3 - Incorporate unit-level SHARP annual training into the overall training for the unit and document the training on unit training schedules.	C	NC	N/A	AR 600-20 7-5 m (3), and o (6) a ; AD 2018-23 ; AR 350-1, Table F-1	X	X	X	X	X		X	X
8.1.4 - Commanders are conducting annual SHARP training for military and DA Civilians and offer SHARP annual training to Family members age 18 and over. Ensure deployed DA Civilians receive pre-deployment and post-deployment SHARP training. (DTMS)	C	NC	N/A	AR 600-20 7-5 o (7) and (8) a.; AD 2018-23; AR 350-1, Table F-1	X	X	X	X	X		X	X
8.2. - SHARP training is conducted during initial military training (IMT) is conducted within the first 14 days of each training cycle.	C	NC	N/A	AR 600-20 7-5 m (8); DODI 6495.02, Encl 10, para 3.a	X	X	X				X	X
8.2.1. - Drill sergeants are not appointed as SHARP professionals outside of trainee units. Drill Sergeants are not providing advocacy services outside of trainee units.	C	NC	N/A	AR 600-20 7-5 m (9)	X	X					X	X
8.3 -Commanders are meeting with SARC within 30 days of taking command for one-on-one SHARP briefing. The training includes trends brief for the unit and area of responsibility, the confidentiality and "official need-to-know" requirements for both unrestricted and restricted reporting, and the requirements of the SAIRO report, CCIR and SIR.	C	NC	N/A	AR 600-20 7-5 o AD 2018-23; (3) DODI 6495.02,		X	X	X			X	X
8.3.1. - Chaplain and senior enlisted (1SG/CSM) advisor are participating in the briefing / training with the commander	C	NC	N/A	AR 600-20 7-5 o (3) a		X	X	X			X	X
8.3.2. - Commanders are contacting the servicing legal advisor for training on legal responsibilities related to reports of sexual assault and harassment.	C	NC	N/A	AR 600-20 7-5 o (3) b		X	X	X			X	X
8.4. - Sexual harassment and sexual assault awareness is integrated into newcomer orientation briefings / training and provides contact information for all SHARP Program response agencies.	C	NC	N/A	AR 600-20, 7-5 u (22)		X	X	X			X	X
9. - Resource Management												
9.1-ACOM, ASCC, DRU, ARNG and USARC provide the DCS, G-1 ARD with the POM requirements for the SHARP program.	C	NC	N/A	AR 600-20 7-5 m (17), l (15) u (28)	X						X	X
9.1.1. ACOM, ASCC, DRU, ARNG and USARC provides DCS, G-1 ARD with a spend plan for the fiscal year and conducts a mid-year review of expenditures for the SHARP Program. Identified shortfalls and overages of funding will be addressed at mid-year review for Command to Command transfers of funding below the threshold.	C	NC	N/A	AR 600-20 7-5 u (28)	X						X	X

HQDA SEXUAL HARASSMENT/ASSAULT RESPONSE AND PREVENTION (SHARP) ORGANIZATIONAL INSPECTION PROGRAM (OIP) CHECKLIST					Responsibilities			
9.2. - SHARP professionals have communication (that is, cell phone shared between on-call), and authorized transportation (that is, TMP) resources needed to accomplish assigned tasks.	C	NC	N/A	AR 600-20 7-5 o (18)	X	X	X	X
9.3.- All purchases should support the SHARP Program as Congress appropriated for it intended purpose. (purpose statue) Does the program manager (PM) review and receive all items in support of the SHARP mission? Does the PM have a copies of the monthly credit card bill?	C	NC	N/A	31 U.S.C., 1301	X		X	X
9.3.1.- All SHARP Purchases are procured with the timeframe funds were available and not in advance (amount statue)	C	NC	N/A	31 U.S.C. , 1341	X		X	X
9.3.2. - All SHARP Purchases are made for a definite period of time may be used only for expenses properly incurred during that time(bona fide statue)	C	NC	N/A	31 U.S.C. , 1502	X		X	X
9.3.3. - Honorarium - Payment for expenses associated with honoraria (guest speakers fee) is allowable for individuals who are not government personnel. Honorarium are gratia payment and are made to a speaker who has discretion concerning the content of a speech, presentation, or panel discussion on a general topic . In contract, honoraria limitation do not restrict payment for presentation of material under a training contract involving a program of instruction. To avoid excessive payment of honoraria, the Deputy Secretary of Defense has established a policy that honoraria amount greater than \$2000 must be approved by the next level higher organizational echelon. Such approval shall be in accordance with the Component's established procedures.	C	NC	N/A	DoD FMR 7000.14r, VOL10,CHP12, 1208 Payments of fee for Guess Speakers, Lectures, and Panelist	X		X	X
9.1.7 - VARK KITS-An agency may obligate current FY funds for the purchase of stock items in one FY, even though it will not use the items until the subsequent FY, if the purchase is necessary to maintain adequate and normal inventory levels. This applies to the purchase of common use standard items. Stock levels should be based on historical usage rates that should not be exceeded. Stockpiling supplies at the end of a FY would violate the bona fide needs rule. Did the PM check DSAID/CRS and determine the average number of VARK Kits was used during the past two years?	C	NC	N/A	31 USC 1501, Bona fide Need	X		X	X
9.1.8 - G-Invoicing-(Interagency Transactions)A MIPR has been the form most often used to move funds from a DoD agency or Component. Beginning in FY18, U.S. Treasury G-invoicing requirements mandate the use of Fiscal Service (FS) Forms 7600 A/B to document and fund new interagency transactions. This change is expected to improve Financial Reporting of the United States Government. DoD has begun transitioning from the use of MIPRs to FS Forms 7600 A/B and expects to fully implement G-invoicing by October 2023. Has your commands procured any SHARP items via G-Invoicing? if so, could you (PM) provide the a copy of the invoice?	C	NC	N/A	TFM Part 2, Chapter 4700: Federal Entity Reporting Requirements for the Financial Report of the United States Government	X		X	X
9.1.9 - Government Purchase Card-Effective October 1, 2020, the Department of Treasury is lowering the limit on use of the Government Purchase Cards (GPC) for intra-governmental transactions to \$9,999.99. This is a reduction from the current maximum of \$24,999.99. Federal employees who use the GPC for purchasing from either GSA Global Supply or GSA's Retail Operations (aka 4PL) will be impacted by this new limit. On or after October 1, customers looking to GSA for items valued in excess of \$9,999.99 will not be able to split the transaction between multiple cards. Are all GPC purchases under \$10K?	C	NC	N/A	Section 13.301 of the Federal Acquisition Regulations (FAR)	X		X	X
Definition: Definition of Senior Commander AR 600-20 Para 2-5 1-3 (a) 1-20; Definition of Garrison Commander AR 600-20 Para 2-5 3(b) 1-7; Definition of ACOM, ASCC, and DRU Commanders Para 2.5 (3) c 1-10; Note: OIP please see time lines for deployed units and exception in AR 600-20 APP N; Dated 24 July 2020					Observations and Remarks:			