



DEPARTMENT OF THE ARMY
UNITED STATES ARMY CADET COMMAND SUMMER TRAINING DETACHMENT
204 1ST CAVALRY REGIMENT ROAD
FT KNOX, KY 40121-5123

ATCC-ST

27 May 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Cadet Summer Training (CST) Policy Memorandum 2 - Sexual Harassment/Assault Response and Prevention (SHARP)

1. References:

- a. National Defense Authorization Act (NDAA) for Fiscal Year 2020, 20 December 2019
- b. HQDA EXORD 110-22, Sexual Assault Prevention and Response
- c. Department of Defense Directive 6495.01, Sexual Assault Prevention and Response (SAPR) Program (Incorporates change 5)
- d. Department of Defense Directive 7050.06, Military Whistleblower Protection (incorporates change 1)
- e. Department of Defense Instruction 1020.03, Harassment Preventing and Response in the Armed Forces, (Incorporates change 3)
- f. Department of Defense Instruction 1020.04 - Harassment Prevention and Responses for DoD Civilian Employees (incorporates change 1)
- g. Department of Defense Instruction 6495.02 Vol I - Sexual Assault Prevention and Response - Program Procedures (Incorporates change 9)
- h. Department of Defense Instruction 6495.02 Vol II, Sexual Assault Prevention and Response (SAPR) Program Procedures (Incorporates change 1)
- i. Department of Defense Instruction 6495.02 Vol III - SAPR - Retaliation Response for Adult Sexual Assault Cases (Incorporates change 1)
- j. Army Regulation 27-10, Military Justice, 20 November 2020.
- k. Army Regulation 600-52, Sexual Harassment/Assault Response and Prevention Program, 11 February 2025.

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2. Purpose. To establish the CST Commandant's commitment for creating an environment free of sexual harassment and sexual assault, and his intent for leaders at all levels to stress the importance of the SHARP Program by fostering a climate which reduces the likelihood of an occurrence.

3. This policy covers the following individuals:

- a. Active-Duty Service members
- b. Green to Gold Active-Duty option
- c. Cadets who are part the US Army Reserve (USAR) and Army National Guard (ARNG) Simultaneous Membership Program (SMP).
- d. Cadets who are considered dependents of Active-Duty Service members who are over the age of 18.
- e. Cadets who are on Title 10 Orders. This includes all CST Cadets at Advanced and Basic Camps.
- f. Complaints from DA Civilian personnel (to include those against Soldiers) reporting sexual harassment are addressed in accordance with AR 690 – 600, AR 690 – 12, or as provided for in any applicable collective bargaining agreement.

4. Sexual Harassment and Sexual Assault are unacceptable behaviors which are incompatible with Army values. Such behaviors degrade organizational readiness by affecting the ability to effectively work as a team and will not be tolerated. Personnel who participate in or condone misconduct (to include while online or using social media platforms) may be subject to criminal, disciplinary, and/or administrative action under the Uniformed Code of Military Justice (UCMJ) and other federal or local civilian laws.

5. Certain sexual harassment conduct is an offense under Article 134 UCMJ and are punishable under the provisions. Paragraph 2-2cc of AR 600-52, is punitive and violations may be punishable under Article 92 UCMJ. Sexual harassment conduct punishable under this paragraph is-

a. Conduct that—

(1) Involves unwelcome sexual advances, requests for sexual favors, and deliberate or repeated offensive comments or gestures of a sexual nature when-

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(2) Submission to such conduct is, either explicitly or implicitly, made a term or condition of a person's job, pay, or career;

(3) Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; or

(4) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

b. Is so severe or pervasive that a reasonable person would perceive, and the victim does perceive, the environment as hostile or offensive.

c. Any use or condonation, by any person in a supervisory or command position, of any form of sexual behavior to control, influence, or affect the career, pay, or job of a member of the Armed Forces or a civilian employee of the DoD.

d. Any deliberate or repeated unwelcome verbal comments or gesture of a sexual nature by any member of the Armed Forces or civilian employee of the DoD.

e. There is no requirement for concrete psychological harm to the victim for behavior to constitute sexual harassment. Behavior is sufficient to constitute sexual harassment if it is so severe or pervasive that a reasonable person would perceive, and the victim does perceive, the environment as hostile or offensive.

f. Sexual harassment can occur through electronic communications including social media, other forms of communication, and in person.

6. The use of sexist and misogynistic language or behavior that targets any protected class contributes to a hostile environment will not be tolerated. Leaders at all levels will protect their teams, Cadets, Soldiers, DA Civilians, and Family members against sexual harassment and proactively ensure that their environments are free from all forms of sexual harassment.

7. Leaders who fail to properly process sexual harassment complaints policy may be subject to punitive or adverse administrative action under UCMJ.

8. Commanders will consult with their supporting SJA before taking action on sexual harassment offenses.

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9. CST Cadets and Soldiers are required to follow the SHARP policy 24/7, on and off-post, during duty and non-duty hours. Policies apply to training, work, living, and recreational environments, including both on and off-post housing.

10. Categories of Sexual Harassment are:

a. **Verbal:** Examples of verbal sexual harassment may include telling sexual jokes; using sexually explicit profanity, threats, sexually oriented cadences, or sexual comments; whistling in a sexually suggestive manner; and describing certain attributes of one's physical appearance in a sexual manner. Verbal sexual harassment may also include using terms of endearment such as "honey," "babe," "sweetheart," "dear," "stud," in referring to Cadets, Soldiers, DA Civilians, or Family members.

b. **Nonverbal:** Examples of nonverbal sexual harassment may include cornering or blocking a passageway, inappropriately or excessively staring at someone, blowing kisses, winking, or licking one's lips in a suggestive manner. Nonverbal sexual harassment also includes offensive printed material (for example, displaying sexually oriented pictures or cartoons); using electronic communications; or sending sexually oriented texts, faxes, notes, or letters.

c. **Physical Contact:** Examples of physical sexual harassment may include touching, patting, pinching, bumping, grabbing, kissing, or providing unsolicited back or neck rubs.

(1) There is significant overlap between physical contact that constitutes sexual assault and physical contact that constitutes sexual harassment. SARC's who receive a report of sexual harassment that involves physical contact that is not clearly sexual assault will coordinate with their supporting CST legal advisor without identifying the victim (that is, using non-PII) concerning the determination as to whether the physical contact is sexual assault.

(2) If such a determination is made, the SARC will inform the victim that the unwanted physical contact will be addressed as a sexual assault; advise each victim of the role and availability of a VA; advise each victim of their rights and their right to an SVC; explain to the victim their option for restricted and unrestricted reporting; and clearly describe the required response protocol for each type of report.

(3) All task force commanders who receive a complaint of sexual harassment that involves physical contact that is not clearly sexual assault will coordinate with their supporting CST legal advisor. Any doubts will be resolved in favor of reporting

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the physical contact to the special agent-in-charge of the supporting USACID office. Unwanted physical touching that does not meet the legal definition of sexual assault may still be addressed using the sexual harassment reporting process.

11. Types of Sexual Harassment are:

a. **Quid Pro Quo (This for That):** This term refers to conditions placed on a person's career or terms of employment in return for favors. Examples include offering a promotion, award, or favorable assignment in exchange for sexual favors; a Soldier who is not recommended for promotion and who believes that their squad leader recommended another Soldier in the squad for promotion based on provided or promised sexual favors, not upon merit or ability.

b. **Hostile Environment:** A hostile environment, to include the work environment, can occur when Cadets, Soldiers or DA Civilians are subjected to offensive, unwanted, and unsolicited comments, behavior, or images (verbal and nonverbal, including through the use of electronic devices and communications) that are sexual in nature. An abusive or hostile environment need not result in concrete psychological harm to the victim but rather need only be so severe or pervasive that a reasonable person would perceive, and the victim does perceive the environment as hostile or offensive. A hostile environment brings the topic of sex into the environment in any one of several forms.

(1) Conduct considered under the hostile environment definition generally includes nonviolent, sexist behaviors (for example, the use of misogynistic terms, comments about body parts, suggestive pictures, requests for sexual favors, repeated requests for dates or a romantic or sexual relationship, sending unsolicited pictures of genitalia or using AI-enabled tools or applications to generate non-consensual intimate images of another person, and explicit jokes).

12. Mandatory reporters of Sexual Assault and Harassment are:

a. All CST commanders and individuals in a supervisory position at all levels are required to report all acts of sexual assault or sexual harassment that they become aware of. All CST Cadre and staff are also mandatory reporters of sexual assault or sexual harassment that they become aware of. This does not apply to SHARP personnel, chaplains, victim advocates, or any individuals serving in a confidential capacity with the victim.

b. All CST Commanders will ensure that all acts of sexual harassment of which they become properly aware are properly investigated. Sexual assault allegations

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will not be investigated through AR 15-6 investigation or commander inquiries to determine if sexual assault occurred.

- c. Law enforcement, military police, and USACID agents (both on and off duty).
- d. Army Military OneSource providers.

13. A Cadet or Soldier may make a request for direct intervention, if the desired remedy for the aggrieving behavior can be achieved by peer intervention, counseling, or training. Requests for direct intervention will be made only to those individuals who are not in a supervisory or command position. SARCs and VAs can assist with understanding of options for direct intervention, but SHARP professionals will not intervene or confront the subject.

a. If any task force commander becomes aware of a request for direct intervention, they are required to initiate an investigation. Individuals who are not in a supervisory or command position who receive requests for direct intervention may not be able to offer confidentiality. Attorneys and chaplains have a professional obligation to maintain confidentiality under certain circumstances. Direct intervention cannot be used to address harassment that involves physical contact or attempted physical contact, quid pro quo, or attempted quid pro quo, or where the subject is a superior and is in a superior-subordinate relationship.

b. Additionally, criminal offenses under the UCMJ or local, state, Federal, or host nation law cannot be addressed through direct intervention and will be reported to commanders and the special agent-in-charge of the supporting USACID office. Examples of direct intervention would be telling a Cadet, Soldier or DA Civilian that their behavior is unacceptable and needs to stop or take down offensive material from a common area.

14. Confidential reporting 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. A Cadet or Soldier may report sexual harassment, confidentially, to a SARC or VA. The SARC and VA will:

- a. Inform the victim that they are eligible for victims' services and assistance from the SARC and VA.
- b. Maintain confidentiality.

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c. Explain that confidential reporting will not resolve the issue as it possibly would have been resolved through a formal complaint or an anonymous complaint.

d. Make clear to the victim that unless the sexual harassment is investigated, the subject will not be held accountable.

e. Explain that the SARC and VA cannot maintain confidentiality when there is a clear and present risk to the health or safety of the victim or another individual.

f. Explain that the SARC can assign a VA to assist the victim at their request.

15. Types of Sexual Harassment Complaints: Within the SHARP program, there are two mechanisms by which Soldiers and Family members 18 years of age and older can submit a sexual harassment complaint:

a. **Anonymous complaint** - An anonymous complaint is a report of sexual harassment from an unknown or unidentified source received by a commanding officer or supervisor, regardless of the means of transmission. The individual reporting the information is not required to disclose any PII. The CST Commandant and task force commanders will publicize and enable anonymous reporting through organizational hotlines, email, and official telephone lines and through the SARC and VA. Anonymous complaints are a method for those aforementioned in paragraph 3 to have their concerns investigated and addressed without revealing the victim's identity.

b. **Formal complaint** - Formal complaints require specific actions prescribed in AR 600-52, chapter 2, are subject to timelines, and require documentation of the actions taken. Unless otherwise stated, this assumes that the victim and subject of the complaint are assigned to the same unit or CST task force and, therefore, are under the command of the same CST task force commander.

(1) The SARC or VA will assist the victim with completing the DA Form 7746. The victim will complete DA Form 7746 by: specifying the concern, providing the names of the parties involved and any witnesses, describe the aggrieving acts and behaviors, indicate the dates of occurrences, and enter the requested resolution. Once the victim and the SARC or VA complete the DA Form 7746, the SARC will arrange a date and time for the SARC to accompany the victim to deliver the complaint to the subject's Task Force (or designated officer). Upon receipt of the report, the subject's Task Force commander or the commander's designated officer will administer the oath to the victim and swear the victim to the truthfulness of the complaint.

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16. Procedures for Sexual Harassment complaints:

a. Anonymous complaints:

(1) If an anonymous complaint contains sufficient information to permit the initiation of an investigation (such as who committed the sexual harassment, what acts of sexual harassment occurred, when the sexual harassment occurred, where the sexual harassment occurred, victim's desired outcome, and subject's unit or task force), the subject's task force commander will initiate an investigation as the appointing authority in accordance with DoDI 1020.03, AR 600-52, and AR 15-6.

(2) Task force commanders will appoint investigating officers from outside the victim's and subject's assigned task force-sized element or separate command on the installation subject to the CST Commandant's exception.

(3) If an anonymous complaint does not contain sufficient information to permit the initiation of an investigation, the information will be documented by the task force commander in a memorandum for record and retained by the SARC under double lock and key.

b. Formal complaints: Once the subject's task force commander (or civilian supervisor equivalent) has been informed by the SARC that a victim wishes to make a formal complaint, the task force commander will follow the required steps as laid out in AR 600-52, chapter 2. The subject task force commander will take the initiative in addressing formal complaints unless the CST Commandant or Deputy Commandant deems it more appropriate for the victim's task force commander, another task force commander, the CST Chief of Staff, or the Fort Knox Garrison Commander to assume that role.

(1) Coordinate with the officer designated to receive the complaint and administer the oath in accordance with AR 600-52, paragraph 2-10. The officer administering the oath will confirm with the victim that the statement is accurate and that they are not making it under coercion, unlawful influence, or unlawful inducements.

(2) If sufficient information exists to initiate an investigation, the subject's task force commanders will appoint a sexual harassment specially trained investigating officer pursuant to the requirements prescribed in AR 15-6 and HQDA EXORD 110-22. The investigation will be initiated within 72 hours of notification of the complaint and the complaint, or a detailed description of the complaint will be forwarded first to the CST Commandant and then the USACC CG within 72 hours of receipt. The investigation will be conducted in accordance with AR 600-52, paragraph 2-12. The victim's task force

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commander, in coordination with the subject's task force commander, will establish and implement a retaliation and reprisal plan to protect the victim and any named witnesses in accordance with AR 600-52, paragraph 2-11.

(3) The subject's task force commander will provide written or verbal updates to the victim and the subject on the status of the investigation. Updates will be provided every 14 calendar days until the investigation is complete and actions to resolve the complaint are taken. Within 20 calendar days of initiation of an investigation, the subject's task force commander will forward a progress report or final report of the investigation to both the CST Commandant and the USACC Commanding General. Progress reports will be submitted to the CST Commandant and the USACC Commanding General every 14 calendar days until completion.

(4) All investigations require a review for legal sufficiency by a CST legal advisor before they are complete. Final reports will include the results of the investigation and the authority's approval actions taken on the findings and recommendations of the investigation. The subject's task force commander will forward the final investigative report to both the CST Commandant and the USACC Commanding General.

(5) The subject's task force commander will also inform the victim and the subject of their right to appeal and make them aware of timelines and procedures to file that appeal (see AR 600-52, paragraph 2 – 16). The subject's task force commander will provide the victim and subject with a memorandum that states whether the complaint was substantiated or unsubstantiated. The subject's task force leader will determine if the substantiated conduct was minor with the assistance of their supporting CST legal advisor. The subject's task force commander will consult with the CST legal advisor to ensure that the memorandum complies with law, regulations, and policy.

(6) The victim and the subject have the right to submit an appeal in accordance with AR 600-52, paragraph 2-16. The first appeal level is the Commanding General, USACC. The second and final appeal will be forwarded to the Commanding General, USAREC for final disposition.

(7) Task Force Leader will recommend all Cadets with a substantiated formal complaint to an LDRB regardless if the substantiated conduct was minor or not. The CST Deputy Commandant will approve the request and summon an LDRB. The LDRB process will be followed in accordance with CST 25 Policy Memorandum 28 – Leadership Development Review Board.

(8) Punishment is withheld to the Commanding General, USACC, for any substantiated complaint against a USACC commissioned officer, warrant officer, and

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enlisted Soldier in the grade of E-8 and above. The CST Commandant is promulgated authority to impose punishment for substantiated complaints of all Cadets and enlisted Soldiers in the grade of E-8 and below under the provision of Article 15, UCMJ. For any Cadre members from FORSCOM and USAR units that have a substantiated complaint against them, their organic unit retain the authority to impose punishment. The CST Commandant may request transfer of this authority.

16. Sexual Assault is a crime defined by intentional sexual contact characterized by the use of force, physical threat, or abuse of authority; or when the victim does not or cannot consent. Sexual assault includes rape, nonconsensual sodomy (oral or anal sex), indecent assault (unwanted, inappropriate sexual contact or fondling), or attempts to commit these acts. Sexual assault can occur without regard to gender, spousal relationship, or age of victim.

17. Sexual Assault. There are two types of reporting options for adult victims of sexual assault: restricted and Unrestricted. Compliance with the procedures detailed in AR 600-52, Chapter 3 is mandatory.

a. **Restricted reporting** allows those mentioned in paragraph 3, who is a victim of sexual assault, to disclose the details of their assault to a Sexual Assault Response Coordinator (SARC), Victim Advocate (VA), chaplain, or healthcare provider and receive medical treatment and counseling on a confidential basis without triggering an official investigation. If a victim elects this reporting option, they may convert a restricted report to an unrestricted report at any time. Victims are now eligible to complete a DD Form 2910 electing a Restricted Report of sexual assault in all cases except:

- (1) Where the victim directly reported the sexual assault to Law Enforcement
- (2) When the victim previously filed an Unrestricted Report with a signed DD Form 2910 for the same sexual assault.
- (3) CST task force commanders must inform CID/Law Enforcement, SARC, and CST legal advisor once they have been made aware of any sexual assault allegations.
- (4) Victim may elect to decline participation in the investigation (540K Declination Letter) and should seek the advice of a Special Victims Counsel (SVC).
- (5) If the victim completes and signs a DD Form 2910 electing a restricted reporting option, any services requested or provided will remain confidential and not be disclosed to law enforcement or command.

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b. **Unrestricted reporting** allows those mentioned in paragraph 3. who are sexually assaulted and desires medical treatment, counseling, and an official investigation to report the assault to the chain of command and other official channels, including the Criminal Investigative Division, IG, or provost marshal. Unrestricted reporting allows a victim of sexual assault the same services as restricted reporting, but it will also trigger command notification and an investigation into the sexual assault. Law enforcement will investigate all unrestricted reports and protect the rights of all parties involved. Details concerning the incident will be limited to those personnel who have a legitimate need to know the information, as well as those agencies who have a legitimate need to know the information.

(1) 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 Sexual Harassment/Assault Response Program (SHARP) Victim Advocates (VAs) or Victim Representatives (VRs). These services do not include expedited transfers or any medical entitlements or legal services that DA Civilians are not already authorized by law or policy.

(2) DA Civilians have the same retaliation reporting capability as any other victim who has signed a DD Form 2910.

19. Retaliation is an umbrella term encompassing actions taken by the chain of command or peers/coworkers such as engaging in ostracism or maltreatment, taking, or threatening to take an adverse personnel action, or withholding or threatening to withhold a favorable personnel action in response to the protected communication. Such behavior will not be tolerated from either Military or Civilian personnel.

a. ALL personnel in the victim's chain of command, officer and enlisted, are required when they become aware of allegations of retaliation, reprisal, ostracism, or maltreatment to take appropriate measures to protect the victim.

b. CST commanders will establish procedures to protect witnesses and bystanders who intervene to prevent sexual assaults or who report sexual assaults, from retaliation, reprisal, ostracism, or maltreatment.

c. CST commanders and/or supervisors will not interfere with or otherwise attempt to negatively influence SHARP professionals in the performance of their duties.

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d. If Military and/or DA Civilians report experiencing retaliation associated with their unrestricted report of sexual assault, the victim can file a report of retaliation using DD Form 2910-2 (Retaliation Reporting Statement for Unrestricted Sexual Assault Cases). Activities will comply with collective bargaining obligations, as applicable. Complaints of sexual harassment made by DA Civilians will continue to be addressed with their servicing Equal Employment Opportunity Office

20. Victim Rights:

- a. The right to be treated with fairness and respect for your dignity and privacy.
- b. The right to be reasonably protected from the accused offender.
- c. The right to reasonable, accurate, and timely notice of public preliminary hearings, pre-trial confinement hearings, court proceedings, and clemency and parole hearings related to the offense.
- d. The right to be present at all public proceedings related to the offense unless the hearing officer or military judge determines that your testimony would be materially altered if you as the victim heard other testimony.
- e. The right to reasonably confer with the Prosecutor/Trial Counsel in the case.
- f. The right to receive available restitution.
- g. The right to be reasonably heard at:
 - (1) A public hearing concerning the continuation of any pre-trial confinement of the accused.
 - (2) A sentencing hearing related to the offense.
 - (3) A public Military Department Clemency and Parole Board hearing related to the offense.
- h. The right to submit a written statement for the consideration of the Convening Authority prior to taking any action on findings and sentencing.
- i. The right to proceedings free from unreasonable delay.

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j. The right to be provided information, if applicable, about the conviction, sentencing, imprisonment, Convening Authority's action, appellate review, and release of the offender.

22. Additional resource guides for Army leaders are located at <https://www.armyresilience.army.mil/sharp>.

23. All CST commanders will take an active role in eradicating sexual harassment and sexual assault to create a safe and secure training environment. Together we will continue to preserve our core Army Values and ensure everyone is treated with dignity and respect.

24. CST commanders will ensure assigned personnel know who to contact should they become a victim of sexual harassment and/or sexual assault, and understand they are free to report an incident without fear of retaliation.

25. For SHARP Reporting and/or Advocacy Services please call the U.S. Army Cadet Command SHARP Helpline (855) 472-6538 / (502) 802-1934, the Ft Knox SHARP helpline at 502-851-3779, or the DoD Safe Helpline at 877-665-5247 (text 55-247).

26. This memorandum will be posted in areas deemed appropriate to be viewed by all personnel.

27. This policy is effective until superseded or rescinded.

28. Point of contact for this memorandum is Mr. Patrick J Campbell at 502-624-6219 or patrick.j.campbell1.civ@army.mil.

STEVEN M. KING
Brigadier General, USA
Commandant

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