



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND AND FORT KNOX  
1ST CAVALRY REGIMENT ROAD  
FORT KNOX, KENTUCKY 40121-5123

REPLY TO  
ATTENTION OF

ATCC-EO

OCT 19 2016

**MEMORANDUM FOR**

Commanders, Fort Knox Partners in Excellence  
Commanders, All Units Reporting Directly to this Headquarters  
Deputy Chiefs of General Staff and Chiefs of Special Staff Offices, HQ USACC

**SUBJECT: Policy Letter 4 – Sexual Harassment/Assault Response and Prevention (SHARP)**

**1. References:**

a. Army Regulation 600-20 ( Army Command Policy), 18 March 2008, Rapid Action Revision (RAR) Issue Date: 4 August 2011

b. HQDA EXORD 221-12 Sexual Harassment/Assault Response and Prevention Synchronization Order, CTG: 230025Z Jun 12.

2. Sexual harassment and sexual assault are unacceptable conduct that is incompatible with the Army Values, Soldiers Creed, and Warrior Ethos. Sexual harassment and sexual assault destroys cohesion and is detrimental to our mission. Successful mission accomplishment can only be achieved in an environment that is free of sexual harassment and sexual assault. Each alleged victim is entitled to privacy and must be treated with sensitivity and compassion as well as the utmost respect and dignity.

3. The prevention of sexual harassment is the responsibility of every Soldier and Civilian within this command and Fort Knox. All U.S. Army Cadet Command and Fort Knox personnel who believe they have been subjected to, or a witness of, workplace or discriminatory harassment have a duty to report the misconduct to an appropriate management official. Leaders and management officials will join me in ensuring that employees who report harassment are not subjected to reprisal.

4. Swift and fair complaint processing is the key to maintaining a healthy command climate. Soldiers and Civilians are encouraged to use their chain of command or supervision to resolve sexual harassment complaints. However, alternative agencies such as SHARP Specialists, Inspectors General, Equal Opportunity Advisors, Equal Employment Opportunity Office, Provost Marshals, Chaplains, or Staff Judge Advocates are also available to assist.

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5. Sexual assaults are crimes punishable under the Uniform Code of Military Justice and other federal and local laws. Intervention is the cornerstone to preventing sexual assaults. All Soldiers and Department of the Army Civilians will receive annual training on SHARP utilizing the I.A.M. Strong training support package campaign (Intervene, Act, Motivate).

6. I encourage all Fort Knox personnel who are victims of sexual assault to report the incident immediately to the Installation SHARP Specialist at 1307 Third Avenue, Bldg. 1109-A, Rooms 45-46, Fort Knox, KY or (502) 851-3779. U.S. Army Cadet Command personnel wherever they are located can contact their SHARP Specialist through the 24 hour sexual assault hot line (855) 472-6538.

7. Victims reporting to a SHARP specialist will be afforded the opportunity to file a restricted and confidential report. The SHARP specialist will ensure that all victims will be afforded needed medical care and support services. Victims at Fort Knox should be taken to the nearest emergency room and report to the Sexual Assault Nurse.

8. I fully expect every Soldier and Civilian on Fort Knox to join me in confronting and eliminating all forms of workplace and discriminatory harassment and sexual assaults. In doing so, we will create and maintain a workplace where everyone is treated professionally and with respect in the accomplishment of our mission.

10. The proponent for this policy is the Fort Knox Installation SHARP office at 502-851-3779.



CHRISTOPHER P. HUGHES  
Major General, USA  
Commanding