



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY JAPAN  
UNIT 45005  
APO AREA PACIFIC 96343-5005

REPLY TO  
ATTENTION OF

APAJ-GA

1 April 2016

COMMAND POLICY MEMORANDUM 16-04

FOR SEE DISTRIBUTION

SUBJECT: Sexual Harassment and Assault Response and Prevention (SHARP) Program

1. References:

- a. AR 600-20, Army Command Policy, Chapter 7 and 8, 6 November 2014.
  - b. EXORD 221/2012 Sexual Harassment/Assault Response and Prevention (SHARP) Program Synchronization Order.
2. Purpose: Prevention of Sexual Harassment/Assault incidents, as well as the response to victims of these offenses, is a priority in readiness. Commanders at all levels will:
- a. Create a Command climate which is designed to improve readiness by eliminating Sexual Harassment/Assault.
  - b. Encourage victims and those with knowledge of Sexual Harassment/Assault to report incidents without fear of reprisal or intimidation.
  - c. Aggressively pursue allegations of reprisal and retaliation against individuals who report an incident of Sexual Harassment/Assault.
  - d. Immediately report all incidents of Sexual Assault to SHARP and Criminal Investigation Command personnel.
  - e. Treat reports of Sexual Harassment/Assault with the utmost seriousness while maintaining the victim's confidentiality and ensuring reports are handled with sensitivity.
  - f. Defer action for collateral misconduct against the victim as appropriate to lessen fear by the victim in reporting an incident over fear of punishment. Commanders have the discretion to defer action until the end of the case taking into account the trauma of the victim.

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g. Attend training with their units to show commitment to readiness of the unit. Training will be conducted in a manner conducive to promoting awareness and discussion among the individuals within the command. Training will meet the required annual training at a minimum and be afforded to all personnel (Military, Civilians, and Local National Employees).

3. This memorandum supersedes Command Policy Memorandum 15-10, dated 24 July 2015.

4. There is no such thing as a bystander when ensuring the readiness of the U.S. Army Japan. Everyone is accountable in this effort to instill and model the highest standards of honesty, integrity, respect, and institutional values. Readiness is your top priority – one assault is too many. Our SHARP Hotlines are available to all members of the U.S. Army Japan Family and are accessible by dialing 090-9395-8909 (Honshu), 090-6861-8447 (Okinawa), DSN 882#, and LN Hotline 0120-279-338.

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