



DEPARTMENT OF THE ARMY
U.S. ARMY SHARP ACADEMY
U.S. ARMY COMBINED ARMS CENTER AND
FORT LEAVENWORTH
809 HARRISON DRIVE, BLDG 465
FORT LEAVENWORTH, KANSAS 66027-2302

ATZL-CSA

13 May 2025

MEMORANDUM FOR RECORD

SUBJECT: Army SHARP Academy (ASA) Resident Course Enrollment Standard Operating Procedure (SOP)

1. Purpose. This SOP describes the processes Army Command (ACOM), Army Service Component Command (ASCC), Army National Guard (ARNG), and United States Army Reserve (USAR) SHARP Program Managers (PM) and Lead Sexual Assault Response Coordinators (SARC) follow to enroll students into an ASA Resident Course (Basic; Intermediate, and Advanced). It addresses the course enrollment process, the SHARP Student Screening Sheet (DA FORM 7920), substitutions, cancelations, deploying students, no-show letters, and exception to policy (ETP) submissions, The term "Resident" refers to in-person classes, both at the ASA and taught by Mobile Education Teams (METs).

2. Objective. ASA's Resident Course SOP streamlines enrollment processes by standardizing Army Training Requirements Resources System (ATRRS) actions, ETP submissions, and timeline suspense's. Utilizing this SOP ensures enrollment functions are completed more efficiently.

3. Resident Course Enrollment Process.

a. The enrollment process starts before the student reservation is made in ATRRS. The enclosed DA FORM 7920 (Enclosure 1) is a tool developed to ensure SHARP Professionals meet the class prerequisites prior to making a reservation in ATRRS. SHARP PMs are the final approval authority before a student's DA FORM 7920 is sent to the ASA Registrar for verification and input in ATRRS. Using the SHARP Student Screening Sheet Instructions (Enclosure 2) as a guide, the DA FORM 7920 must be:

(1) Completed by the Installation Lead SARC and the student. By default, students are enrolled in the first available class. If the student has scheduling conflicts that would prevent them from filling the first available allocation, the Installation Lead SARC identifies which class they could attend. Note: If the requested class is full, the student is enrolled in the next available class that has open allocations.

(2) Signed and dated by the Installation Lead SARC and forwarded to their ACOM/ASCC, ARNG or USAR SHARP PM.

(3) Validated by the SHARP PMs that the DA FORM 7920 is completed, and the student is filling an authorized position TDA paragraph and line number or approved Special Assignment/Collateral Duty (CD) position. SHARP PMs signature authorizes the student to attend one of the SHARP professional courses (Basic/Intermediate/Advanced).

(4) Maintained by the ACOM/ASCC/ SHARP PM for three (3) years from the class start date. This is a SHARP SAV/OIP inspectable item.

b. Once the PM verifies and signs the DA FORM 7920, it is submitted to the ASA Registrar via email to usarmy.leavenworth.CAC.mbx.sharp-registrar-email-box@army.mil.

c. The ASA Registrar will ensure the DA FORM 7920 is complete and, logs it in the ASA tracking Order of Merit List (OML) that is located in the MS Team "Army SHARP Academy Course Enrollment Tracker". The MACOM SHARP PMs and designated representatives will have access to this team to track their personnel's progress.

d. The ASA Registrar then notifies the SHARP Academy Capability Development Personnel Analyst for validation of an approved TDA billet or a HQDA approved Special Assignment/Collateral Duty position.

(1) If validated, the ASA Registrar enters the student into ATRRS.

(2) If not validated, the ASA Registrar returns the DA FORM 7920 to the PM for reassessment of student eligibility.

e. Class reservations in ATRRS can occur 90 calendar days prior to the class report date and should be completed not later than 31 calendar days prior to the class report date. Student's best practice is creating ATRRS reservations closer to the 90-calendar day mark. The student will be immediately notified of their reservation and can begin to plan for their absence from their home station.

f. All classes are locked 30-calendar days prior to the class report date. Changes to the class student roster within the 30-calendar day lock period are highly discouraged.

4. Substitutions. If due to extenuating circumstances a change must occur, the following procedures apply:

a. Substitutions are completed by the ASA registrar section.

b. Between 30 and 20 calendar days before the class report date, commands can replace a student with another student from the command OML.

c. No substitutions will occur within 14 calendar days before the class report date.

5. Cancelations. The ASA Registrar fills any vacancy with a student from the ASA OML if a cancelation occurs between 20-14 calendar days prior to the class report date

6. Deploying Students.

a. PM's that have a student that is deploying, have priority placing the deployer in the next available class. If the class is full, the following options are available:

(1) If the PM has a non-deploying student already in a reservation for the class, they can request the non-deployer student be substituted by the deploying student. The non-deploying student is then placed in the next available class.

(2) If the PM does not have a student in a reservation for the class, the deploying student is placed in the next available class. The PM can request that the deploying student is placed at the top of the ASA OML to fill any future cancelations.

(3) If more than one deploying student is awaiting a vacant seat, they are ranked by deployment date.

b. No-Notice Deployment. If a unit is faced with a no-notice deployment and cannot delay the training, the last student (non-deploying) added to the class will be "bumped" to the next available class to make room for the deploying student.

7. Student No-Show Policy.

a. A "student no-show" is when a student with an active reservation for a class fails to be present on the report date. If the ASA Registrar does not receive a cancellation 72 hours before the report date, the student risks receiving a no-show in ATRRS.

b. If a student is a no-show, a "No- Show" notification memorandum will be sent to the student's parent ACOM/ASCC. The parent ACOM/ASCC/USAR or ARNG SHARP PM also will receive an email notifying them of the student's absence status on the class report date and will receive a "copy furnished" of the "No-Show" notification memorandum.

8. Exceptions to Policy (ETP). All ETPs submitted relating to this SOP should be in a memorandum format, signed by the installation COS and routed through the ACOM/ASCC SHARP PM for endorsement. SHARP PMs forward endorsed ETPs to the SHARP Academy Registrar at usarmy.leavenworth.CAC.mbx.sharp-registrar-email-

ATZL-CSA

SUBJECT: Army SHARP Academy Resident Course Enrollment SOP

box@army.mil for final decision. The SHARP Academy notifies the ACOM/ASCC SHARP PM of the final decision within 2 business days of receiving the ETP.

9. Point of contact for this SOP is the ASA Registrar at usarmy.leavenworth.CAC.mbx.sharp-registrar-email-box@army.mil.

Encls

JEFFREY P. BEVINGTON
Acting Deputy Director
U.S. Army SHARP Academy

SHARP STUDENT SCREENING SHEET					
For use of this form, see AR 600-52; the proponent agency is DCS, G-9.					
PRIVACY STATEMENT					
AUTHORITY: Army Regulation AR 600-52, The Sexual Harassment/Assault Response and Prevention Program (SHARP).					
PRINCIPAL PURPOSE: To provide a checklist for the SHARP Program Manager to screen students for attendance at SHARP Academy. See the System of Records Notice AR600-20 DCS, G-1, Sexual Assault (SADMS) and Sexual Harassment (SHARP) Program Records https://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570042/ar600-20-dcs-g-1 .					
ROUTINE USES: None.					
DISCLOSURE: Voluntary. However, failure to complete this form with the information requested impedes the selection of qualified SHARP professionals.					
STUDENT					
NAME (Last, First, MI)		DODID	REQUESTED COURSE	REQUESTED SCHOOL DATE	
UIC/PARANO/LN		ACOM/ASCC/DRU/ARNG		DUTY LOCATION	
MILITARY				GO	NO-GO*
Military Minimum Rank: SARC: <input type="text"/> VA: <input type="text"/> • AC/USAR SARCs and VAs exception to policy for a rank waiver must be signed by the first GO/SES in the students chain of command. • ARNG: SARC and VA rank waiver authority rests with the TAG.				<input type="checkbox"/>	<input type="checkbox"/>
Meets physical readiness standards IAW FM 7-22.				<input type="checkbox"/>	<input type="checkbox"/>
Meet Height and Weight Standard IAW AR 600-9				<input type="checkbox"/>	<input type="checkbox"/>
DEROS Date <input type="text"/> (if less than 24 months has an FSTE been submitted)				<input type="checkbox"/>	<input type="checkbox"/>
Retirement Date <input type="text"/> (if they have an IMREPR Code 9Y then not eligible)				<input type="checkbox"/>	<input type="checkbox"/>
Time on Station <input type="text"/> (If great than 36 months, consider not eligible or submitted an operational deferment)				<input type="checkbox"/>	<input type="checkbox"/>
Enlisted Manning cycle for PCS (if in cycle, not eligible) <input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/>	<input type="checkbox"/>
CIVILIAN				GO	NO-GO*
Civilian Position and Grade: Position: <input type="text"/> Grade: <input type="text"/> Civilian was hired using a SHARP Standard Position Description				<input type="checkbox"/>	<input type="checkbox"/>
MILITARY AND CIVILIAN				GO	NO-GO*
Interim Screening for a Tier 3 clearance OR a Tier 3 (Secret Clearance) Background Investigation or enrolled in continuous vetting State Criminal History Repository Check or enrolled in continuous vetting Current Government Travel Card or Centrally Billed Account (CBA) If applying for SHARP Intermediate or Advanced course, has student completed prerequisite courses: • SHARP Basic Course Graduate: FY <input type="text"/> Class No. <input type="text"/> • SHARP Intermediate Course Graduate: FY <input type="text"/> Class No. <input type="text"/> • SARC/VA Career Course Graduate: FY <input type="text"/> Class No. <input type="text"/>				<input type="checkbox"/>	<input type="checkbox"/>
STEP 1. INSTALLATION LEAD/STATE SARC					
VALIDATED BY	POSITION	SIGNATURE	DATE		
STEP 2. ACOM/ASCC/DRU/ARNG SHARP PROGRAM MANAGER					
VALIDATED BY	POSITION	SIGNATURE	DATE		
* A single NO-GO (without an Exception to Policy) will disqualify a student from attending a SHARP Course. Attention: Completed SHARP Course Student Screen Sheet is maintained by the ACOM/ASCC/DRU/ARNG SHARP program manager for three years.					

SHARP Student Screening Sheet Instructions

Complete one DA FORM 7920 for each course request per student.

When saving the DA FORM 7920, use the following naming convention:

“LAST NAME_FI_DA_FORM_7920_Course Name” (Last name, first name initial then the form number, course name)

Example: DOE_J_DA_FORM_7920_INTERMEDIATE.

When emailing the request, one Email per individual. This helps us manage the request and track them. Include the student’s name in the Subject line.

DA FORM 7920 sections:

STUDENT

NAME: enter Last Name, First Name and Middle Initial

REQUESTED COURSE: enter SHARP Basic, SHARP Intermediate, SHARP Advanced (only one course per form)

REQUESTED SCHOOL DATE: enter dates that student is available. If left blank, students are placed in first available class

UIC/PARANO/LN: enter the Senior Commander Unit Identification Code, Paragraph Number, and Line Number of the SHARP position to be filled

ACOM/ASCC/DRU/ARNG: enter the major command

DUTY LOCATION: enter name of installation or country

MILITARY (if student is CIV, all will be marked “N/A”)

SARC: select appropriate rank, then check GO, NO-GO or N/A

VA: select appropriate rank, then check GO, NO-GO or N/A

Meets physical readiness standards IAW FM 7-22: check GO, NO-GO or N/A

Meet Height and Weight Standard IAW AR 600-9: check GO, NO-GO or N/A

DEROS Date: enter Date Estimated Return from Overseas, then check GO, NO-GO or N/A

ATZL-CSA

SUBJECT: Army SHARP Academy Resident Course Enrollment SOP

Retirement Date: enter retirement date, then check GO, NO-GO or N/A

Time on Station: enter in months, then check GO, NO-GO or N/A

Enlisted manning cycle for PCS: check Yes or No, then check GO, NO-GO or N/A

CIVILIAN (if student is MIL, all will be marked “N/A”)

Position and Grade: select from dropdown, then check GO, NO-GO or N/A

Civilian was hired using a SHARP Standard Position Description: check GO, NO-GO or N/A

MILITARY AND CIVILIAN

Interim Screening for a Tier 3 clearance OR a Tier 3 (Secret Clearance) Background Investigation or enrolled in continuous vetting: check GO, NO-GO or N/A

State Criminal History Repository Check or enrolled in continuous vetting: check GO, NO-GO or N/A

Current Government Travel Card or Centrally Billed Account (CBA): check GO, NO-GO or N/A

If applying for SHARP Intermediate or Advanced course, has student completed prerequisite courses: check GO, NO-GO or N/A

If “GO” enter appropriate FY and Class Number of appropriate course completion

STEP 1. INSTALLATION LEAD/STATE SARC

Installation Lead/State SARC validates by digital signature

STEP 2. ACOM/ASCC/DRU/ARNG SHARP PROGRAM MANAGER

SHARP PM validates by digital signature