



Newcomer Sexual Harassment/ Assault Response & Prevention Program (SHARP) Orientation Training Support Package (TSP)

25 June 2025

Distribution Restriction: Approved for public release; distribution is unlimited.

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the SHARP Academy - Ft. Leavenworth, Kansas, Foreign Disclosure Officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Purpose	This training provides standardized means for units to effectively integrate newly-arrived Soldiers and leaders into local implementation of the Army SHARP program. Properly implemented reception and integration procedures serve to increase protective factors and mitigate risk factors for all demographics, but particularly those populations at heightened risk for victimization or perpetration of sexual harassment and sexual assault. Focused orientation complements other forms of SHARP education and training by addressing factors that are specific to unit(s) and their local environment. Newcomer SHARP Orientation does not represent a replacement for Annual Refresher Training, and should not mirror the content of Annual Refresher Training.
Classification	Security Level: This course/lesson will present information that has a Security Classification of: U - Unclassified.
Instructor Requirements	This training is designed for delivery and facilitation by installation/unit leaders with the assistance of credentialed SHARP professionals to ensure accuracy and consistency. Training should be done in small group discussions. Leaders <i>MUST</i> play an active role in this training. It is strongly recommended to have another certified SHARP professional present to assist attendees who may have questions or need to excuse themselves during training. If you feel that you will discuss a topic with complicated legal issues, recommend inviting the installation/unit SJA and IG to assist with your training. If your installation/unit/organization has a large population of Army Civilians, consider having a representative from the Equal Employment Opportunity (EEO) office present for briefing.
Mode of Delivery	Face-to-face
Instructional Guidance	NOTE: Commanders will ensure that Soldiers of all grades who complete a PCS are trained within the first 30 days of in-processing to a new installation. Civilian personnel of all grades will receive training within 30 days of in-processing to the workforce. NOTE: The slides for this briefing provide you with recommendations on what content should be covered for each topic area. It is up to the instructor/briefer to tailor the slide content to reflect the local environment prior to presenting the briefing. Slides should reflect current policies, resources, and personnel for the specific location and unit/organization. NOTE: This orientation does not replace the SHARP Annual Refresher training requirement.

Slide 1: Instructor Guidance

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Instructors **MUST** first read and use the Newcomer Orientation Instructor Guide to properly plan and conduct this training.

You can access this training material on ATN:
<https://atn.army.mil/sharp/>

Slides marked with the following symbol must be updated to reflect local information:



Slides marked with the following symbol reflect current Army policy and should not be changed:



*** Delete/hide this slide for actual training event.**

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Show Slide 2: Introduction Slide

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Newcomer Sexual Harassment/ Assault Response & Prevention Program (SHARP) Orientation

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During the introduction, ensure you **STATE**: “This orientation does not replace the SHARP Annual Refresher training requirement.”

Show Slide 3: Installation/Unit Commander’s SHARP Policy/ Plan of Action

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Installation/Unit Commander’s SHARP Policy/Plan of Action



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Notes:

- Provide an overview of the Installation/Unit commander’s SHARP policy/plan of action. This can be accomplished by entering text lifted from the command policy, video of command team explaining the policy, or graphic representation of the policy tenets.
 - Discuss key points of the commander’s SHARP policy.
 - Discuss other related policies such as alcohol, barrack visitation, and off limit areas (if applicable).
 - Discuss the installation/unit/unit/organization overarching plan for both prevention and response efforts.
 - Describe the possible hazards and/or consequences of accessing off-limit areas on/off installation/unit.
 - Emphasize that installation/unit cohesive teams, caring for teammates and family members, and treating everyone with dignity and respect are how we will defeat sexual harassment and sexual assault.
- Recommend providing a copy of the installation/unit’s SHARP policy.
- Recommend providing newcomers with a list of off-limit areas.

Show Slide 4: Installation/Unit SHARP Overview

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Installation/Unit SHARP Overview

Update this slide with the following information:

- Provide trends on Sexual Harassment and Sexual Assault on the installation
- Provide information on any high-risk areas on the installation

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Notes:

- Best Practice: Be completely transparent. Provide graphic representation for the last 12 months. Recommend not specifying individual unit numbers or discussing details of complaints/reports.
 - Discuss the trends relating to on or off-post incidents.
 - Discuss how often alcohol is involved in incidents.
 - Discuss any common characteristics of subjects and/or victims.
 - Provide information on any high-risk areas.
 - Describe the possible hazards and/or consequences of accessing high-risk areas on/off installation.
 - Discuss the proper use of social media:
 - T – Think about the message being communicated and who could possibly see it.
 - T – Type a communication that is consistent with Army Values.
 - P – Post messages that demonstrate dignity and respect for yourself and others.

Show Slide 5: Installation/Unit Prevention & Bystander Efforts

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Installation/Unit Prevention & Bystander Efforts

Update this slide with the following information:

- Discuss in brief detail what the installation is doing to teach Soldiers and Army Civilians about prevention of Sexual Harassment (SH) and Sexual Assault (SA)
- Discuss various ways to be an active participant in preventing SH and SA
 - Prevention is a team effort; by living the Army Values and intervening, you can influence peers, friends, family, your unit, and the installation
 - Be proactive in your daily life; treat everyone with respect, safeguard each other, communicate your boundaries
- Discuss simple ways to intervene
 - If you see something happening that doesn't seem right, you can address the situation yourself, you can distract the individual(s), or you can ask someone else to intervene for you
 - Take responsibility and do something; you might be preventing something worse from occurring

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Notes:

- Briefly discuss prevention graphic (lower left side), reinforcing the fact that prevention starts with YOU. Challenge every Soldier/Civilian to become a “Change Agent” and:
 - Live the Army Values.
 - Intervene early and often.
 - Embody the Army Values and Civilian Creed.
 - Provide attendees with a brief description of what the installation/unit is doing to teach Soldiers and Army Civilians about prevention of sexual harassment and sexual assault.
 - Discuss various ways that everyone can be active participants in preventing sexual harassment and sexual assault.
 - Include in your discussions that prevention is a team effort and starts with the individual.
 - Discuss the importance of being proactive as a Soldier/Army Civilian, treating everyone with dignity and respect, and taking care of each other.
- Discuss various ways to intervene.
 - Help the newcomer understand the different ways that intervention can occur.

Emphasize how important it is for each person to take responsibility and to do something if they see something and how it might prevent anything worse from occurring.

Show Slide 6: Sexual Harassment Reporting Options Overview

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Sexual Harassment Reporting Options Overview

- Civilians
 - Available to Army Civilians and some contractors (OCONUS)
 - Sexual Harassment Complaints are directed to the EEO office
- Military
 - Available to all Soldiers and Family members over 18
 - Options to report are Anonymous and Formal
 - Anonymous – Unidentified complaint to Commander or SHARP personnel
 - Formal – BDE SARC and complainant fill out DA Form 7746, BDE Commander is notified immediately, requires reprisal plans, subject to timelines, requires documentation on actions taken to resolve situation



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Notes:

Discuss the options for Civilians and Military regarding Sexual Harassment

- Civilian
 - Available to Army Civilians and some contractors.
 - Direct all complaints of Sexual Harassment to the EEO Office.
- Military
 - Available to all Soldiers and Family members over age of 18.
 - Options are Anonymous and Formal:
 - Anonymous – unidentified complaint made by someone; can be someone sliding a note under the door of the commander or any SHARP personnel.
 - Formal – BDE SARC and victim fill out the DA Form 7746, BDE Commander is notified immediately, requires a reprisal plan, is subject to timelines, and requires documentation of actions taken to resolve complaint.

Show Slide 7: Sexual Assault Reporting Options Overview

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Sexual Assault Reporting Options Overview

- **Restricted Report**
 - Allows victim to confidentially disclose the assault to certain individuals (SARC, VA, or health-care personnel), receive medical treatment, and counseling, without triggering an official investigation
 - Limitations include: the offender not being held accountable, victim cannot receive a protective order, and victim is not eligible for expedited transfer or reassignment
 - Can be changed to an unrestricted report at any time
- **Unrestricted Report**
 - Triggers an official investigation, command notification, and allows a person to access health-care treatment, counseling, and advocacy services
 - Limitations include: more people knowing about the assault and potentially requiring further discussion regarding personal matters in detail
 - Cannot be changed to a restricted report



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Notes:

- Discuss the major differences between the reporting options of sexual assault.

Best Practice: Make this a build slide and ask Soldiers/Civilians to explain the details of each reporting option. Once Soldiers explain, build the slide.

ASK: What are the two Sexual Assault Reporting Options?

ASK: Please explain the details of the Restricted Reporting Option.

ACTION: Build slide to display the restricted reporting option.

ASK: Please explain the details of the Unrestricted Reporting Option

ACTION: Build slide to display the unrestricted reporting option information

- **Restricted Report**
 - Victim can disclose the assault to certain individuals such as the SARC, VA, or any health-care personnel, can receive medical treatment, and counseling, all without any formal/official investigation.
 - The limitations to this type of report include the offender will not be held accountable, victim will not receive a protective order or be eligible for an expedited transfer or reassignment.
 - This type of report can be changed to an unrestricted report at any time.
- **Unrestricted Report**
 - Immediately triggers an official investigation, the command will be notified, and victim is able to access medical treatment, counseling, and advocacy services.
 - The limitations to this type of report include more people will know about the assault and there may be additional discussions regarding personal matters of the victim.
 - An unrestricted report will not be allowed to be changed to a restricted report ever.

Show Slide 8: Installation/Unit SHARP Team

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Installation/Unit SHARP Team

Update this slide with the following information:

- Provide names of the installation SHARP Program Manager, Sexual Assault Response Coordinator (SARC), and Victim Advocate (VA)
- Provide address for installation SHARP Resource Center (if there is one)
- Provide hours of operation and phone number
- Provide installation SHARP Hotline number
- Provide a list of all SARCs and VAs on the installation (down to unit level)

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Notes:

Best Practice: Have installation/unit SHARP PM (if assigned) and SARCs and VAs present and introduce themselves to the units they support.

- Provide photos and names of the Installation SHARP Lead SARC, Sexual Assault Response Coordinator (SARC), and Victim Advocate (VA). If possible, show all SARCs and VAs.
 - Recommend providing a sheet or pamphlet with this information.
 - Provide the address for the installation SHARP Resource Center (if applicable).
 - Recommend providing a map to explain where the center is located.
 - Provide the hours of operation and phone number of the SHARP Resource Center.
 - Provide the installation SHARP Hotline phone number.

Provide a list of all SARCs and VAs on the installation/unit (down to the battalion level).

Show Slide 9: On- and Off-post Agencies

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On-post and Off-post Agencies

Update this slide with the following information:

- Provide a list of agencies on the installation that offer support
 - Examples include a Chaplain, Health-care provider, SJA, or Provost Marshal
- Provide a list of agencies off the installation that offer support
 - Examples include hospitals, counseling centers, police departments, and rape crisis centers



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Notes:

Best Practice: Have personnel present to introduce themselves and present the opportunity for Soldiers/Civilians to immediately connect with a support agent/agency.

- Provide a list of all agencies on the installation that can offer support regarding sexual harassment and sexual assault.
 - Chaplain, healthcare provider, Staff Judge Advocate (SJA), or the Provost Marshal.
- Provide a list of all agencies off the Installation that offer support.
Hospitals, counseling centers, police departments, and rape crisis centers.

Show Slide 10: Upcoming SHARP Events

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Upcoming SHARP Events

Update this slide with the following information:

- Share any upcoming post-wide SHARP events
- If there are volunteer opportunities, provide those

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- **Notes:** Provide any information on upcoming SHARP-related events on the installation or in the unit.
 - If there are any volunteer opportunities, be sure to provide information.

Show Slide 11: Questions/Comments?

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Questions / Comments



**Insert your local SHARP Resource Center address and
phone number and local installation SHARP Hotline
phone number**

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