

SHARP Annual Refresher Training

Train the Trainer (T3) Training

XX XXX XXX

Trainer: “*Enter rank and name*”

- Introduction
- SHARP-ART Training Support Package (TSP) Overview
- Facilitation FY25 Annual Refresher Training
- Open Floor Discussion

- Promotes Leader-led, small group delivery
- Contains NO PowerPoint slides, uses the “SHARP Reference Card”
- Five modules provides flexibility for instruction
- 8-Step Training Model input
- Vignettes with Q&A
- Updated Check on Learning Trifold



**U.S. Army Sexual Harassment/Assault
Response and Prevention (SHARP)
Annual Refresher Training**

Training Support Package (TSP)

20 February 2025

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited for Active Army, Army National Guard, and U.S. Army Reserve. This publication is available on Army Training Network (ATN) <https://atn.army.mil>.

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

1-1. Purpose.

SHARP Annual Refresher Training reinforces the basic knowledge, skills, and attitudes required across the Total Army (Active, Guard, and Reserve), ensuring that all members of the Army profession, Soldier and DA Civilian, understand and can apply the fundamentals of prevention and response. Commanders at all levels have a regulatory requirement to prioritize training and continually assess the SHARP program within the organization.

1-2. Intent.

To train and reinforce the standards in the prevention of and response to sexual harassment, sexual assault, and to ensure that Soldiers and DA Civilians are informed of the Army's SHARP Program requirements, prevention tenets, reporting options, intervention techniques, and possible consequences for committing these acts.

1. Introduction:

- a. Training will be conducted by a unit leader or Civilian Supervisor (NOT a SHARP professional)
- b. Address the purpose of training
- c. Provide overview of training
- d. Provide Administrative instructions (including disclaimer on page 10)
- e. Outline the Rules of Engagement (ROE) for participants
- f. Read Sensitive Content Warning (paragraph 1-9)

2. Learning Content:

- a. Leader will use GTA 19-11-001, SHARP Reference Card or the SHARP GTA progressive web-application
- b. Training should be a facilitated discussion, should reinforce key concepts of training modules, and evaluate participation understand of content to ensure topic module standards are achieved
- c. Use sections 3 and 4 of TSP to guide a small group through facilitated discussion
- d. The review includes:
 - (1) Sexual harassment
 - (2) Sexual Assault
 - (3) Bystander Intervention
 - (4) Prevention
 - (5) Retaliation
- e. Section 3 of TSP provides critical information for training modules
- f. Section 4 of TSP contains DA Civilian specific information if the audience contains DA civilians
- g. Sections 5-7 contain vignettes that represent actual situations and correlate with training modules

3. Check On Learning:

- a. Leader should use "Check on Learning" trifold and vignette discussions to assess that the group possess a solid understanding of training modules

4. Feedback:

- a. All attendees should be provided a way to give constructive feedback regarding information and training
- b. The two ways to give feedback are below:
 - (1) (<https://survey.tradoc.army.mil/EFM/se/0EE8827F2794EC0F>)
 - (2) QR Code in Supporting Materials

- Module 1 - Prevention and Impacts on Readiness (GTA Panels 1, 2, and 3)

Task: Discuss how prevention supports mission readiness, what is meant by a comprehensive approach, the difference between healthy and unhealthy relationships, and prevention efforts.

Standard: Soldier/DA Civilian/Contract personnel are able to describe their role within the scope of prevention, describe how sexual harassment and sexual assault can impact readiness, and describe the characteristics of healthy relationships and unhealthy relationships.

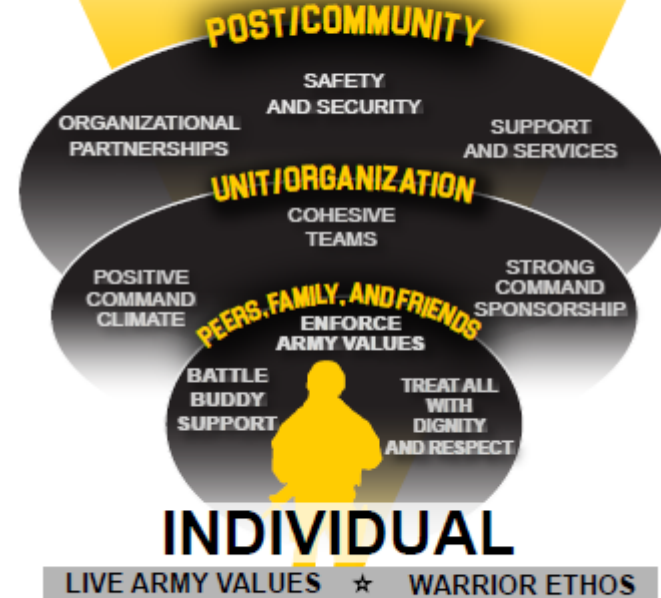
Module 1 Applicable Vignettes	Module 1 Applicable Videos
Vignette 3 - Barracks Online Surfing	Continuum of Readiness - sharplearningportal.army.mil/LinkedFiles/Videos/Continuum.mp4
Vignette 4 - Company Dayroom	Hazing - sharplearningportal.army.mil/LinkedFiles/Videos/Hazing.mp4
Vignette 13 - Command Climate	Army S.H.A.R.P. Spoken Word - sharplearningportal.army.mil/LinkedFiles/Videos/SHARP Spoken Word.mp4
Civilian Vignette 15 – Ladies Night	

Module 1

1. PREVENTION

A TEAM EFFORT THAT STARTS WITH YOU!

Everyone plays an important role in prevention at every level within our units, organizations, and communities.



Live the Army Values by taking action to prevent sexual harassment and assault, support victims, and upholding a standard of excellence where these behaviors are never tolerated.

2. RISK REDUCTION

- Communicate and respect boundaries.
- Consent is verbal, freely given, and can be revoked.
- Silence is not consent.
- If you see something, step up and intervene.
- Safeguard each other.

RISK & PROTECTIVE FACTORS

PROTECTIVE

- Positive Command Climate
- Positive Leadership Behaviors
- Trust in Leadership/Military System
- Leader and Peer Efforts to Prevent Sexual Harassment and Assault

RISK

- Counterproductive /Permissive Leadership
- Lack of Trust in the Military System
- Prevalence of Sex Discrimination
- Tolerance of Sexual Harassment
- Workplace Hostility

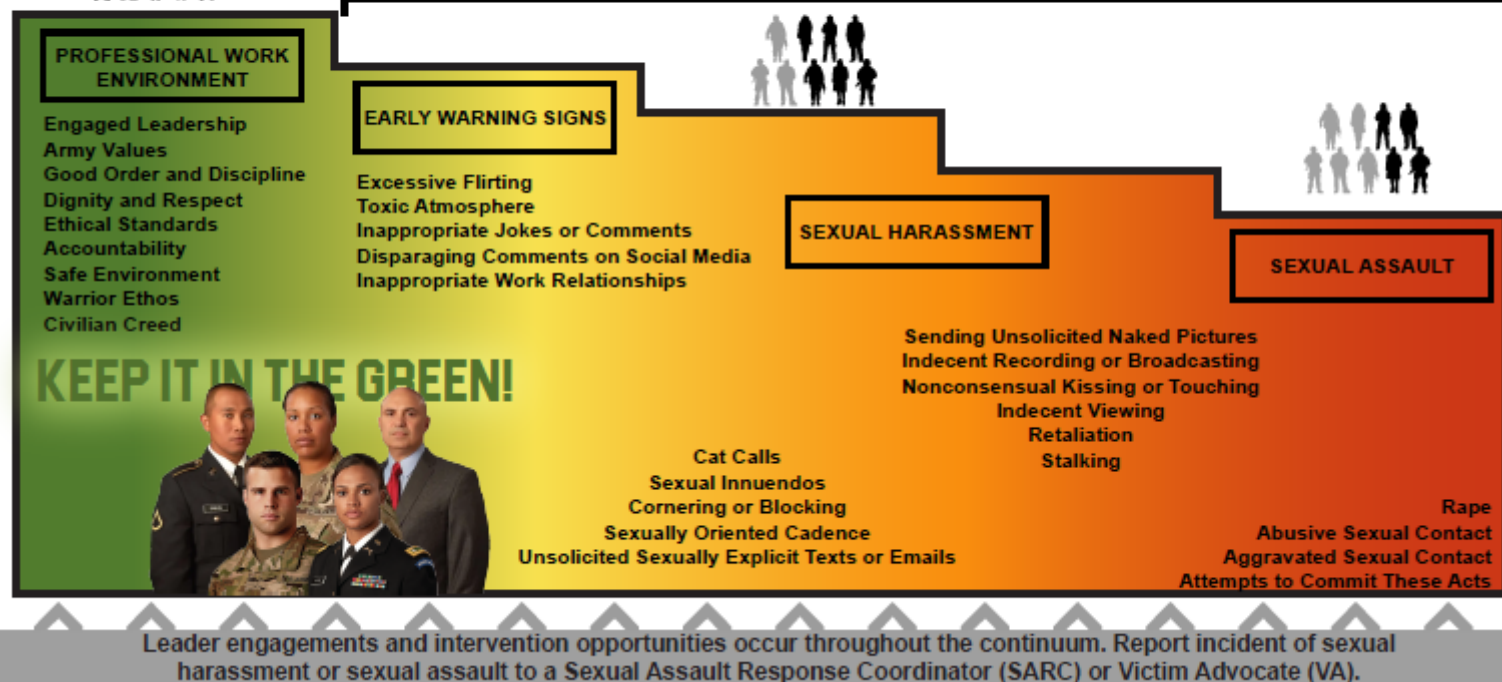
Module 1

3.

SEXUAL HARASSMENT AND SEXUAL ASSAULT CONTINUUM AND IMPACTS ON READINESS



Sexual harassment and sexual assault reduce a unit's overall mission readiness by destroying trust, teams, and unit cohesion.



Check on Learning

1. Prevention of sexual harassment (SH) and sexual assault (SA) in the Army is a _____ effort that starts with _____.

Answer: Team; You

2. What are three indicators of a healthy relationship vs. an unhealthy relationship?

Answer: Trust, Respect, and Honesty

3. List some examples of how sexual harassment and sexual assault impact a professional work environment?

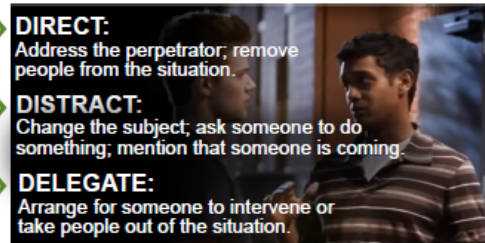
Answer: Loss of manpower, destroys unit cohesion, and distrust within the unit

- Module 2 - Bystander Intervention (GTA Panel 4)
Task: Discuss the barriers to intervention, the five-step Intervention Process, and techniques to intervene (Direct, Distract, and Delegate).
Standard: Soldier/DA Civilian is able to describe the five steps of the Intervention Process and demonstrate knowledge of the three bystander intervention techniques (Direct, Distract, Delegate).

Module 2 Applicable Vignettes	Module 2 Applicable Videos
Vignette 10 - Mobile Training Team (MTT) TDY in Hotel	Bystander Intervention - sharplearningportal.army.mil/LinkedFiles/Videos/Bystander Intervention.mp4
Vignette 12 – Soldiers TDY	
Civilian Vignette 1 - I can't work like this	
Civilian Vignette 5 - Who will help me?	
Civilian Vignette 11 – Social Media	
Civilian Vignette 14 – Corrosive Leadership	
Civilian Vignette 15 – Happy Hour	
Civilian Vignette 16 – Mostly Harmless	
Civilian Vignette 17 – Birthday Bash	

4. BYSTANDER INTERVENTION

1. NOTICE THE EVENT.
2. INTERPRET THE EVENT AS A PROBLEM.
3. ACCEPT PERSONAL RESPONSIBILITY TO DO SOMETHING.
4. DECIDE HOW TO INTERVENE USING THE 3Ds:
 - >> DIRECT:
Address the perpetrator; remove people from the situation.
 - >> DISTRACT:
Change the subject; ask someone to do something; mention that someone is coming.
 - >> DELEGATE:
Arrange for someone to intervene or take people out of the situation.
5. TAKE ACTION!



- Overcoming barriers is a formidable task, however the benefits of intervening significantly outweigh the consequences of allowing detrimental behaviors to continue. Research shows that bystanders intervene when they can identify something as a problem, they feel responsible, and know they have the skills to act.
- Intervening in an uncomfortable and/or challenging situation is a difficult task that Soldiers and Army Civilians may encounter. When questioned “would you intervene” most people will answer with a resounding “Yes”. However, when asked “how would you intervene” many times the answer is not always as assured. Every Soldier and Civilian may face barriers from a variety of influences that inhibit them from intervening

Check on Learning

1. What are the five steps of the Bystander Intervention Process?

Answer:

- 1) Notice the event,**
- 2) Interpret the event as a problem,**
- 3) Accept responsibility for doing something,**
- 4) Decide how to intervene (3Ds), and**
- 5) Take action.**

2. List the Bystander Intervention 3Ds:

Answer: Direct, Distract, and Delegate

3. What is an example of one of the Bystander Intervention 3Ds?

**Answer: Direct – Confronting the perpetrator; Distract – Change the subject;
Delegate – Ask someone else for help such as a friend or another bystander.**

Module 3 - Sexual Harassment (GTA Panel 5)

Task: Discuss the definition of sexual harassment, the types and categories of sexual harassment, reporting options, and possible legal and administrative consequences.

Standard: Soldier/DA Civilian is able to describe what behavior constitutes sexual harassment, including the types of sexual harassment.

- [Module 3 - Sexual Harassment \(GTA Panel 5\)](#)
Task: Discuss the definition of sexual harassment, the types and categories of sexual harassment, reporting options, and possible legal and administrative consequences.
Standard: Soldier/DA Civilian is able to describe what behavior constitutes sexual harassment, including the types of sexual harassment.

Module 3 Applicable Vignettes	Module 3 Applicable Videos
Vignette 1 - Battalion Motor Pool PCC/ PCIs	
Vignette 2 - Helicopter Flight Operations, Army Airfield	
Vignette 5 – Quid Pro Quo	
Vignette 6 – A Formal Sexual Harassment Complaint is Initiated	
Vignette 13 – Command Climate	
Civilian Vignette 1 – I Can't Work Like This	
Civilian Vignette 2 – I Just Need an Opportunity	
Civilian Vignette 7 - Civilian Workplace Relationships	
Civilian Vignette 9 – Business Meeting, Part 1	
Civilian Vignette 10 – Business Meeting, Part 2	
Civilian Vignette 11 – Social Media	
Civilian Vignette 12 – Too Close	
Civilian Vignette 14 – Corrosive Leadership	
Civilian Vignette 16 – Mostly Harmless	
Civilian Vignette 17 – Birthday Bash	
Civilian Vignette 18 – Text Savy	
USAREC Vignette 1 - Sexting	
USAREC Vignette 3 - Quid Pro Quo	
USAREC Vignette 4 - Hostile	

5. SEXUAL HARASSMENT

DEFINITION

Unwelcomed sexual advances, requests for sexual favors, verbal comments, and physical conduct of a sexual nature where submission to or rejection of them can impact or interfere with someone's job, pay, or career. Guidelines apply 24/7, on and off-installation.

TWO TYPES

QUID PRO QUO: Conditions placed on a person's career or terms of employment in return for sexual favors.

HOSTILE ENVIRONMENT: When personnel are subjected to offensive, unwanted, and unsolicited comments or behaviors of a sexual nature.

THREE CATEGORIES

VERBAL: Jokes, comments, whistling, or pet names.

NONVERBAL: Staring, displays, messaging, or music.

PHYSICAL CONTACT: Touching, cornering, or kissing.

CONFIDENTIAL REPORTING

Allows victim to receive victim's services and assistance from the SARC and VA. Subject will not be held accountable.

COMPLAINT OPTIONS

ANONYMOUS: Report from unknown or unidentified source.

FORMAL: File complaints with commanders/SARCs (Soldiers) or Equal Employment Opportunity.

SEXUAL HARASSMENT is punishable with the full range of administrative, non-judicial, and UCMJ actions.

Check on Learning

1. True or False. Army policy on sexual harassment applies to Soldiers 24/7 on- or off-post.

Answer: True

2. What are the two types of sexual harassment?

Answer: Quid Quo Pro and Hostile Environment

3. What are the two options to report a sexual harassment?

Answer: Anonymous Complaint and Formal Complaint

- Module 4 - Sexual Assault (GTA Panels 6, 7, 8, and 10)
Task: Discuss the definition of sexual assault and consent, reporting options, expedited transfers, and possible legal and administrative consequences.
Standard: Soldier/DA Civilian is able to describe what behavior constitutes sexual assault, and the available reporting options and support resources. Explain the importance of consent, and the role alcohol can play regarding consent. Describe the possible consequences of committing sexual assault.

Module 4 Applicable Vignettes	Module 4 Applicable Videos
Vignette 7 - Combat Outpost (COP) Afghanistan	
Vignette 8 - Local Bar Downtown	
Vignette 9 - Barracks Picture Taking	Special Victim Capability - sharplearningportal.army.mil/LinkedFiles/Videos/SpecialVictimCapability.mp4
Vignette 10 - Mobile Training Team (MTT) TDY in Hotel	
Vignette 11 - Soldiers Drinking in the Barracks	Drugs, Alcohol, & Sexual Assault - sharplearningportal.army.mil/LinkedFiles/Videos/DrugsAlcoholSexualAssault.mp4
Civilian Vignette 3 – I Said What...	Consent - sharplearningportal.army.mil/LinkedFiles/Videos/ConsentScenarios.mp4
Civilian Vignette 4 – That's Not Okay	
Civilian Vignette 8 – DA Civilians Training TDY in Hotel Off-post	
Civilian Vignette 13 – Bad Evaluation	
USAREC Vignette 2 - Don't Touch Me!	

6. SEXUAL ASSAULT

DEFINITION

Intentional sexual contact characterized by the use of force, threats, intimidation, abuse of authority, or when the victim does not or cannot consent. Guidelines apply 24/7, on and off-installation.

CONSENT: A freely given agreement to the conduct at issue by a competent person.

- » An expression of lack of consent through words or conduct means there is no consent.
- » Lack of verbal or physical resistance or submission resulting from the use of force, threat of force, or placing another person in fear does not constitute consent.
- » Current or previous dating, social or sexual relationships, or the manner of the person's dress does not constitute consent.
- » A sleeping, unconscious, or incompetent person cannot consent.
- » Every Soldier who is aware of a sexual assault should immediately report incidents.

SEXUAL ASSAULT is a crime that is punishable by both the Uniform Code of Military Justice (UCMJ) and/ or civilian law.

8. ALCOHOL AND SEX

- It is a crime to engage in sexual acts or sexual contact with a person who you know—or reasonably should have known—is incapable of consenting due to drug or intoxicant impairment.
- There is no specific blood alcohol content (BAC) level or amount of alcohol consumption that automatically renders a person incapable of consenting to sexual activity under the law.
- Incapacity to consent is determined on a case-by-case basis, considering the individual's ability to make informed decisions and their level of impairment.

WARRIOR ETHOS / ARMY VALUES

WARRIOR ETHOS

- I will always place the mission first.
- I will never accept defeat.
- I will never quit.
- I will never leave a fallen comrade.

ARMY VALUES

- Loyalty
- Duty
- Respect
- Selfless Service
- Honor
- Integrity
- Personal Courage

9. EXPEDITED TRANSFERS

Sexual assault victims who file an unrestricted report can request expedited transfer or reassignment using Department of the Army (DA) Form 4187, Personnel Action, from their current unit to:

- Another unit on a different installation.
- Another unit on the same installation.
- Another company within the same battalion.
- Another battalion within the same brigade.
- Another brigade within the same division.

Commanders (battalion or above) have 72 hours to recommend approval or disapproval.

RESTRICTED REPORT	7	UNRESTRICTED REPORT
SERVICES		
■ Access to medical, advocacy, legal, and counseling services ■ Receive the Sexual Assault Forensic Examination (SAFE) ■ Control the release of personal information ■ Can change to an unrestricted report at any time ■ Special Victims' Counsel ■ CATCH Program ■ No Wrong Door		■ Access to medical, advocacy, legal, and counseling services ■ Can receive the SAFE ■ Alleged offender may be held accountable ■ Command support ■ Can receive protective order (Military Protective Order [MPO] or Civilian Protective Order [CPO]) ■ Special Victims' Counsel ■ No Wrong Door
LIMITATIONS		
■ The alleged offender will not be held accountable ■ Ineligible for expedited transfer or reassignment ■ No command support ■ Cannot receive a protective order ■ Chaplains and Special Victims' Counsel cannot file a report, but information shared remains confidential		■ More people will know about the sexual assault ■ The investigation may require discussion of personal matters ■ <u>Cannot change to a restricted report</u>
EXPANDED RESTRICTED REPORTING OPTION		
The restricted reporting option is always available, unless the victim has directly disclosed the assault to law enforcement or if they had already filed an unrestricted report for the same incident. Soldiers may elect the restricted reporting option even if they have disclosed to their chain of command.		

Check on Learning

1. True or False. A person who is asleep, unconscious, or incompetent (incapable of consenting due to intoxication) cannot consent to sex.

Answer: True

2. Sexual Assault is punishable under which laws for Army Soldiers and DA Civilians?

Answer: Army Soldiers – UCMJ; DA Civilians – Federal/State

3. A freely given agreement to the conduct at issue by a competent person is what?

Answer: Consent

4. What are the two types of sexual assault reporting options for Army Soldiers?

Answer: Restricted or Unrestricted Reporting

- Module 5 – Retaliation* (GTA Panel 10)
Task: Discuss the definition and types of retaliation.
Standard: Soldier/DA Civilian is able to explain the types of retaliation, how to report retaliation, and the resources available to assist individuals if they are experiencing retaliation.

Module 5 Applicable Vignettes	Applicable Videos
Vignette 6 - A Formal Sexual Harassment Complaint is Initiated	Retaliation - sharplearningportal.army.mil/LinkedFiles/Videos/Retaliation.mp4
Civilian Vignette 6 - These Are Some Crazy Rumors	

Module 5 GTA Panel and discussion points

10.

RETALIATION

Retaliation includes the following actions against the victim, SHARP Professional, and/or witness(es). Categories are:

- Reprisal - Wrongfully taking or threatening to take adverse personnel action, or withholding or threatening to withhold favorable personnel action against a person who reports or plans to report an offense.
- Ostracism - Excluding a person from social acceptance, privilege, or friendship with intent to discourage reporting or due administration of justice, or inflict emotional distress.
- Acts of cruelty, oppression, or maltreatment.

- No Soldier or DA Civilian may retaliate against a victim, or any other member of the Armed Forces based on that individual's report of a criminal offense.
- Ostracism - defined as excluding from social acceptance, privilege, or friendship a victim or other member of the Armed Forces because:
 - (a) The individual reported a criminal offense;
 - (b) The individual was believed to have reported a criminal offense; and
 - (c) The ostracism was motivated by the intent to discourage reporting of a criminal offense or otherwise to discourage the due administration of justice.
- Acts of cruelty, oppression, or maltreatment committed against a victim, a reported victim, or another member of the Armed Forces by peers or other persons because the individual reported a criminal offense or was believed to have reported a criminal offense.

Check on Learning

1. What are three actions that constitute retaliation?

Answer: 1) Adverse/unfavorable personnel action, 2) Ostracism, and 3) Acts of cruelty, oppression, & maltreatment

2. If you want to report retaliation, who can you report it to?

Answer: Chain of Command, Inspector General (IG), SARC, or VA

1-4. Supporting Materials.

The SHARP Graphic Training Aid (GTA) 19-11-001, *SHARP Reference Card*:

(https://rdl.train.army.mil/catalog-ws/view/100.ATSC/7ABAB869-97B2-4A83-8855-3EBD73D59DDF-1592570401386/gta19_11_001.pdf)

and/or the SHARP GTA Progressive Web Application:

(https://rdl.train.army.mil/catalog-ws/view/SHARP_GTA_SUPPLEMENT/Index.html), the vignettes within this guide (Sections 5-7), and the “Check on Learning” trifold serve as supporting instructional materials. These must be used to properly conduct this training. Below is the Quick Response (QR) Code for the SHARP GTA PWA:

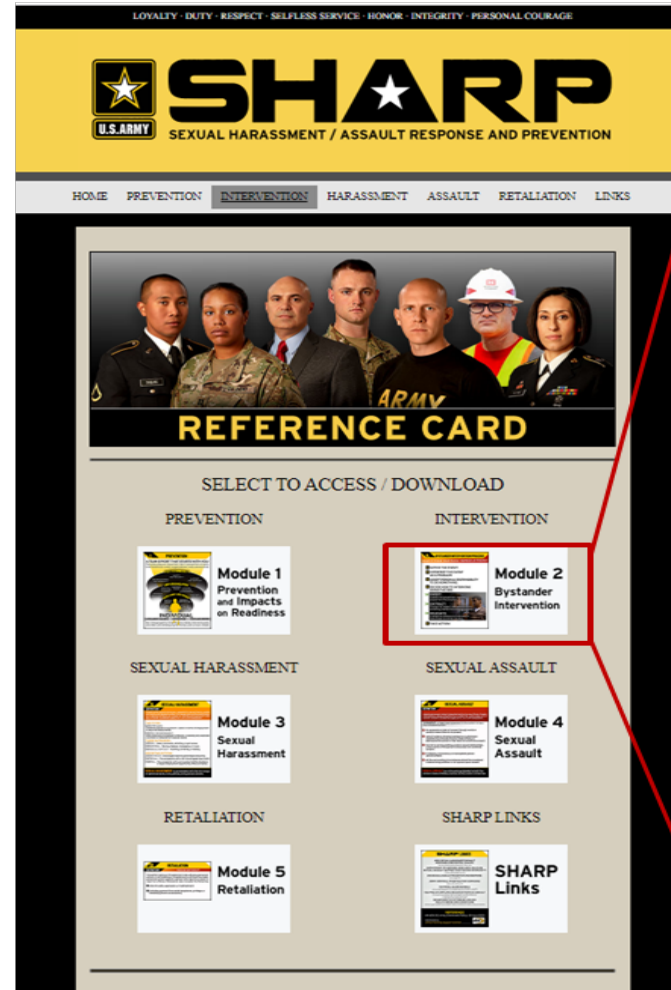
SHARP GTA Progressive Web-Application (PWA)

SHARP-ART Progressive Web Application (PWA)

- Digital GTA Card
- Includes vignettes
- Use on desktop, mobile, tablet devices
- [https://rdl.train.army.mil/
catalog-
ws/view/SHARP_GTA_SUPPLEMENT/index.html](https://rdl.train.army.mil/catalog-
ws/view/SHARP_GTA_SUPPLEMENT/index.html)



GTA PWA



MODULE 2 - BYSTANDER INTERVENTION



4. BYSTANDER INTERVENTION PROCESS

WHAT IF IT WAS YOUR FAMILY MEMBER OR FRIEND?

1. NOTICE THE EVENT.
2. INTERPRET THE EVENT AS A PROBLEM.
3. ACCEPT PERSONAL RESPONSIBILITY TO DO SOMETHING.
4. DECIDE HOW TO INTERVENE USING THE 3Ds:
 - **DIRECT:**
Address the perpetrator; remove people from the situation.
 - **DISTRACT:**
Change the subject; ask someone to do something; mention that someone is coming.
 - **DELEGATE:**
Arrange for someone to intervene or take people out of the situation.
5. TAKE ACTION.

VIGNETTES

Mobile Training Team (MTT) TDY in a Hotel

Soldiers TDY for Training

I Can't Work Like This

Who will Help Me?

1. PREVENTION

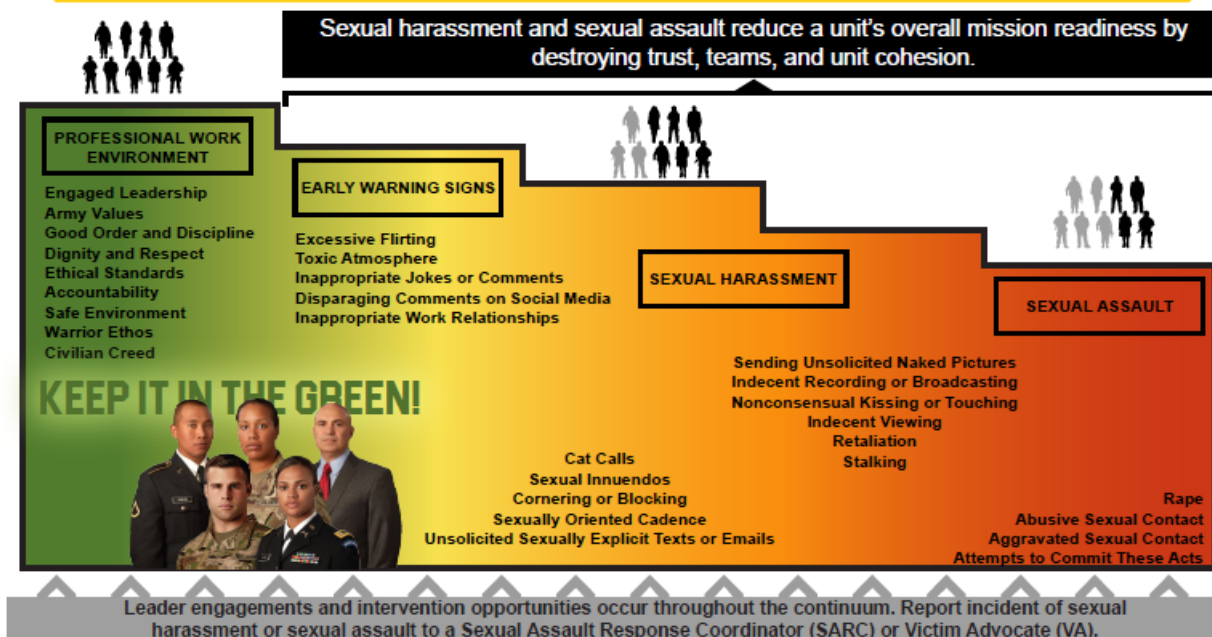
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3. SEXUAL HARASSMENT AND SEXUAL ASSAULT CONTINUUM AND IMPACTS ON READINESS



2. RISK REDUCTION

- Communicate and respect boundaries.
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- Silence is not consent.
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- Safeguard each other.

RISK & PROTECTIVE FACTORS

PROTECTIVE

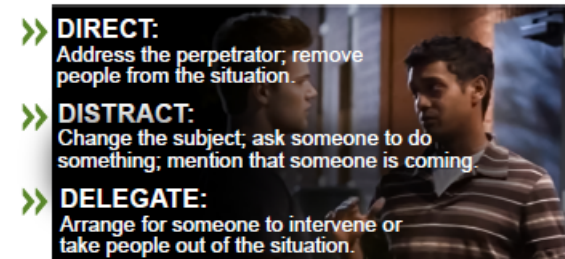
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- Prevalence of Sex Discrimination
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- **DIRECT:** Address the perpetrator; remove people from the situation.
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Approved for public release; distribution is unlimited.

MARCH 2025

REFERENCE CARD

SHARP
SEXUAL HARASSMENT/ASSAULT
RESPONSE AND PREVENTION
GTA 19-11-001



5. SEXUAL HARASSMENT

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COMPLAINT OPTIONS

ANONYMOUS: Report from unknown or unidentified source.

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SEXUAL HARASSMENT is punishable with the full range of administrative, non-judicial, and UCMJ actions.

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➤ A sleeping, unconscious, or incompetent person cannot consent.

➤ Every Soldier who is aware of a sexual assault should immediately report incidents.

SEXUAL ASSAULT is a crime that is punishable by both the Uniform Code of Military Justice (UCMJ) and/or civilian law.

7. UNRESTRICTED REPORT

RESTRICTED REPORT

SERVICES

- Access to medical, advocacy, legal, and counseling services
- Receive the Sexual Assault Forensic Examination (SAFE)
- Control the release of personal information
- Can change to an unrestricted report at any time
- Special Victims' Counsel
- CATCH Program
- No Wrong Door

- Access to medical, advocacy, legal, and counseling services
- Can receive the SAFE
- Alleged offender may be held accountable
- Command support
- Can receive protective order (Military Protective Order [MPO] or Civilian Protective Order [CPO])
- Special Victims' Counsel
- No Wrong Door

LIMITATIONS

- The alleged offender will not be held accountable
- Ineligible for expedited transfer or reassignment
- No command support
- Cannot receive a protective order
- Chaplains and Special Victims' Counsel cannot file a report, but information shared remains confidential

- More people will know about the sexual assault
- The investigation may require discussion of personal matters
- Cannot change to a restricted report

EXPANDED RESTRICTED REPORTING OPTION

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8. ALCOHOL AND SEX

■ It is a crime to engage in sexual acts or sexual contact with a person who you know—or reasonably should have known—is incapable of consenting due to drug or intoxicant impairment.

■ There is no specific blood alcohol content (BAC) level or amount of alcohol consumption that automatically renders a person incapable of consenting to sexual activity under the law.

■ Incapacity to consent is determined on a case-by-case basis, considering the individual's ability to make informed decisions and their level of impairment.

WARRIOR ETHOS / ARMY VALUES

WARRIOR ETHOS

- I will always place the mission first.
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ARMY VALUES

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- Acts of cruelty, oppression, or maltreatment.

SHARP LINKS

SHARP LEARNING PORTAL
www.sharplearningportal.army.mil

ARMY SEXUAL HARASSMENT/ASSAULT
RESPONSE & PREVENTION (SHARP)
www.armyresilience.army.mil/sharp

DEPARTMENT OF DEFENSE (DOD) SAFE HELPLINE
www.safehelpline.org

DOD SEXUAL ASSAULT PREVENTION AND RESPONSE
www.sapr.mil

ARMY CRIMINAL INVESTIGATION COMMAND
www.cid.army.mil

NATIONAL GUARD BUREAU
www.nationalguard.mil/Leadership/Joint-Staff/J-1/SAPR

HELPING AN EMPLOYEE RECOVER FROM AN ASSAULT
www.opm.gov/policy-data-oversight/worklife/reference-materials/traumaticevents.pdf

DEPARTMENT OF VETERANS AFFAIRS
www.va.gov/health-care/health-needs-conditions/military-sexual-trauma

REFERENCE

AR 600-52, Sexual Harassment/Assault Response and Prevention Program

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SHARP Annual Refresher Training
Check-on-Learning
Trifold

Live 1-on-1 Help Confidential Worldwide 24/7

Help is just a
Call or Text away!

(877)995-5247

For confidential victim assistance visit
www.SafeHelpline.org

[illegible]

TOGETHER, THIS WE'LL DEFEND.

Check on Learning Tri-Fold

Module 1: Prevention

1. Prevention of sexual harassment (SH) and sexual assault (SA) in the Army is a

_____ effort that starts with _____

2. List three risk reduction factors

a. _____

b. _____

c. _____

3. List some examples of how SH and SA impact a professional work environment.

a. _____

b. _____

c. _____

Module 2: Bystander Intervention

4. Bystander Intervention Process five steps:

a. _____

b. _____

c. _____

d. _____

e. _____

5. List the Bystander Intervention 3Ds:

a. _____

b. _____

c. _____

Module 3: Sexual Harassment

6. Sexual Harassment involves conduct that involves and is perceived as:

a. _____

b. _____

7. Army policy on sexual harassment applies to Soldiers 24/7 and on- or off-post. T / F

8. The three categories of sexual harassment:

a. _____

b. _____

c. _____

9. The two types of sexual harassment:

a. _____

b. _____

10. What are the two options to report a Sexual Harassment:

a. _____

b. _____

Module 4: Sexual Assault

11. A person who is asleep, unconscious, or incompetent (incapable of consenting due to intoxication) cannot consent to sex. T / F

12. DA Civilians can file two types of sexual assault reports:

a. _____

b. _____

13. A freely given agreement to sex by a competent person is:

14. The two types of sexual assault reporting options for Army Soldiers:

a. _____

b. _____

Module 5: Retaliation

15. Three actions that constitute retaliation:

a. _____

b. _____

c. _____

16. If you want to report retaliation, who can you report it to?

a. _____

b. _____

c. _____

Check on Learning Tri-Fold Answer

Module 1: Prevention

1. Prevention of sexual harassment (SH) and sexual assault (SA) in the Army is a

team effort that starts with You

2. List three risk reduction factors.

a. Communicate and respect boundaries

b. Silence is not consent

c. Safeguard each other

3. List some examples of how SH and SA impact a professional work environment.

a. Loss of Manpower

b. Destroys unit cohesion

c. Distrust within the unit

Module 2: Bystander Intervention

4. Bystander Intervention Process five steps:

a. Notice the event

b. Interpret the event as a problem

c. Accept responsibility for doing something

d. Decide how to intervene

e. Take action

5. List the Bystander Intervention 3Ds:

a. Direct

b. Distract

c. Delegate

Module 3: Sexual Harassment

6. Sexual Harassment involves conduct that involves and is perceived as:

a. Unwelcome sexual comments/gestures

b. Hostile or offensive by a reasonable person

7. Army policy on sexual harassment applies to Soldiers 24/7 and on- or off-post.

T / F

8. The three categories of sexual harassment:

a. Verbal

b. Non- Verbal

c. Physical Contact

9. The two types of sexual harassment:

a. Quid Quo Pro

b. Hostile Environment

10. What are the two options to report a Sexual Harassment:

a. Anonymous

b. Formal

Module 4: Sexual Assault

11. A person who is asleep, unconscious, or incompetent (incapable of consenting due to intoxication) cannot consent to sex.

T / F

12. DA Civilians can file two types of sexual assault reports:

a. Unrestricted Report

b. Restricted Report

13. A freely given agreement to sex by a competent person is:

Consent

14. The two types of sexual assault reporting options for Army Soldiers:

a. Restricted Reporting

b. Unrestricted Reporting

Module 5: Retaliation

15. Three actions that constitute retaliation:

a. Adverse/Unfavorable Personnel Action

b. Ostracism

c. Acts of Cruelty, Oppression, & Maltreatment

16. If you want to report retaliation, who can you report it to?

a. Chain of Command

b. Inspector General (IG)

c. SARC or VA

Participant Groups/Facilitator Guidance

1-6. Participant Groups.

This training is best suited for small groups (recommend no more than 30), who actively participate in discussion with a leader prepared to facilitate an interactive, open forum.

If contract personnel are mandated through their contract vehicle to participate in SHARP Annual Refresher Training proper coordination must occur through their Contracting Officer Representative (COR).

1-7. Facilitator Guidance.

Properly prepared leaders who are responsible for conducting annual SHARP training are critical to successful execution. Not only are leaders charged with presenting the material, but it is their responsibility to ensure the audience participates in the training. This training involves complex issues and topics that participants may find uncomfortable or be unwilling to discuss. Therefore, the leader must be knowledgeable and apply sound judgement during execution. Annex C provides an outline and information on conducting a “Train the Trainer” (T3) event for unit leaders and Civilian supervisors to ensure they are properly prepared to present the material in this TSP.

The following are several discussion techniques that can be utilized during the training:

- Ask open-ended questions to get all participants actively engaged
- Be open and accepting of participant responses
- Provide positive feedback for any participants joining the discussion
- Control your own biases

- *Share Personal Experiences (SHARP Topics)*
- *Be a Sales-Men/Women*
- *The Messenger is Often More Important Than the Message*
- *Know your Content*
- *Be comfortable Talking About Uncomfortable Topics*
- *Have Passion for What you're Presenting*

1-8. Leading the Training.

In accordance with the AR 600-52, leaders must lead SHARP Annual Refresher Training. It is strongly recommended that leaders have the assistance of actively certified SHARP professionals present to assist with SHARP specific training questions. Leaders include Officers, Non-commissioned Officers, Warrant Officers, and DA Civilian Supervisors serving at the first-line leadership level (squad, crew, and section) or higher

Training Leader Do's / Do not's

Do	Do Not
• Prepare and rehearse so that you can focus your attention on the audience, rather than on reading the materials during training • Attempt to get all participants actively engaged in the discussion • Ensure a safe, respectful, and conducive learning environment • Remain open and accepting to participant responses • Provide context to the training by helping participants understand the linkage to the Army Values, cohesion, trust, and the Army Profession • Utilize the vignettes and references provided • Always speak like there is a victim in the room • Always speak like there is an offender in the room	• Attempt to interpret or speculate on legal, medical, or other specialized topics; leave legal discussions to staff judge advocates, medical discussions to physicians and mental health providers, etc. • Mix topics randomly among the modules • Voice opinions; instead provide policy and fact-based responses • Discuss cases that you may be aware of or have been involved with, or use them as a source for the training

- Leaders should address the sensitive nature of the content at the start of each presentation to prevent unintentional disclosure of a sexual assault, as well as provide acknowledgement that victim sensitivity and care are top priorities of the Army.
- Leaders should also remind the audience not to disclose an act of sexual harassment or sexual assault during the training but to contact a SARC or VA in order to protect their rights and privacy.
- **Recommend leaders issue the following cautionary statement prior to training:**
Sensitive Content Warning: This training does not intend to re-victimize, initiate unwanted emotional responses, or inflict psychological stress on anyone. The nature of this content may be disturbing. This training contains elements that may be offensive or likely to induce high levels of emotional response or psychological stress in some participants. Attendees may choose to not participate in the discussion or vignette exercise and can also step away from the training if they are uncomfortable with sexually suggestive content and language but must step back in after those activities are complete.
- Individuals seeking exemption from the mandatory group FTF SHARP training may work with their Commander and/or Supervisor and the SARC to coordinate exemption or an alternative form of training. Individuals exempted from FTF training will conduct one-on-one training as determined by the Commander and the SARC.

Training completion will be recorded and maintained in the Digital Training Management System (DTMS) in accordance with AR 350-1. Entry into DTMS occurs once all five training modules have been completed by an individual. Enter training completion under DTMS code 150S-SHA-0100.

1-11. Additional SHARP Training Tools.

A comprehensive approach to both prevention and response requires multiple, reinforcing efforts tailored to the unit/organization and its environment. SHARP Annual Refresher Training provides foundational knowledge and skills, so additional activities should be considered as part of the unit/organization annual training plan. More unit-level SHARP training resources may be accessed via the following locations:

ATN: <https://atn.army.mil/sharp> (CAC-enabled)

SHARP Learning Portal: <https://sharplearningportal.army.mil> (public-facing)

2-1. Army 8-Step Training Model.

As with any training event, unit leaders should follow the Army Operations Process of Plan, Prepare, Execute, and Assess. Within that context, applying the 8-Step Training Model represents the preferred means of planning and executing SHARP Annual Refresher Training to ensure that all aspects are addressed from the planning stages through the retraining phase.

The 8-Step Training Model provides a flexible and effective methodology for developing, planning, and executing the SHARP Annual Refresher Training

8 Step Training Model



Section IV- DA Civilian Sexual Harassment

DA Civilians have two complaint options under Equal Employment Opportunity (EEO), but any DAC can go to a commander and report sexual harassment under 10 USC 1561.

- Pre-Complaint – Process when an individual contacts EEO and exhibits intent to proceed with the complaint process. EEO helps to resolve the complaint.
- Formal Complaint – Process that involves a formal investigation of complaint.

Civilians must contact the EEO office within 45 calendar days of becoming aware of the sexual harassment to initiate the complaint process.

Victims have the right to pursue administrative remedies through the EEO complaint process.

- DA Civilians have the right to sue
- DA Civilians are protected from retaliation (reprisal) for their EEO activity under federal law (Reference: AR 690-600)

Section IV - DA Civilian Sexual Assault

Sexual Assault

- DA Civilians who are victims of sexual assault have the option to file a **Restricted or Unrestricted Report**.
- DA Civilians electing to make a report of sexual assault using a DD Form 2910-8 (Reporting Preference Statement for DoD Civilian Employees to Report Adult Sexual Assault within the SAPR Program) are eligible to receive victim advocacy services from SARCs and VAs. These services **do not** include expedited transfers nor any medical entitlements or legal services that DA Civilians are not already authorized by law or policy.
- If a DA Civilian reports experiencing retaliation associated with their Unrestricted Report of sexual assault, some DA Civilians are eligible to report retaliation on a DD Form 2910-2, but the SARC or VA can refer to other options for civilian employees, including IG, EEO, or HRO.
- Veterans are provided free confidential counseling and treatment at the Veterans Affairs Medical Center (VAMC)
- Crime Victims Compensation (SARC and VA can provide contact information)
- SARCs and VAs are always available to:
 - Discuss options
 - Provide POCs for local civilian resources
 - Provide referrals to Employee Assistance Program (EAP) and Equal Employment Opportunity (EEO) offices

Below is a visual depiction of the basic services and support a DA Civilian may be eligible, but not every duty position/status/location could be captured. Please consult with your servicing SARC/VA for specific assistance.

Section IV - DA Civilian Resources

	SARC/ VA Services	DD Form 2910	DD Form 2910-8	Immediate, Emergent Medical Care @ MTF	Chaplain	Special Victim Counsel
CONUS						
Army Civilian	X ¹		X	X	X	X ²
Army Civilian who is a SM's dependent 18 years old and older	X	X		X	X	X
Army Civilian's dependents 18 years old and older				X	X	X ²
Contractor				X	X	
OCNUS						
Army Civilian	X ¹		X	X ³	X	X ²
Army Civilian who is a SM's dependent 18 years old and older	X	X		X	X	X
Army Civilian's dependents 18 years old and older	X ¹	X ⁴		X ³	X	X ²
Contractor	X ¹	X ⁴		X ³	X	X ²

Figure 4-1. Civilian Reporting Options/Resources

¹ Limited SARC & VA services

² SVC representation only when the Army has jurisdiction over the accused for criminal or adverse admin actions.

³ Can also include SAFE exam, but not follow on care

⁴ Can only elect unrestricted reporting option

Possible Consequences for DA Civilians

Sexual Harassment

- Civilian consequences can range from administrative actions to termination.
 - Involving a Subordinate Offense – 1 day suspension to removal for first offense, 10-day suspension to removal for second offense, and 30-day suspension to removal for third offense.
 - Not involving a Subordinate – Written reprimand to 30-day suspension for first offense, 5-day suspension to removal for second offense, and 10-day suspension to removal for third offense.
- (Reference: AR 690-700, Table 1-1)

Sexual Assault

- 18 USC 2241 – Aggravated Sexual Abuse, with a maximum punishment of life in prison.
- 18 USC 2242 – Sexual Abuse, with a maximum punishment of life in prison.
- 18 USC 2243 – Sexual Abuse of a Minor or Ward, with a maximum punishment of 15 years in prison.
- 18 USC 2244 – Abusive Sexual Contact, with a maximum punishment of 2 years to life in prison.
- 18 USC 2245 – Sexual Abuse Resulting in Death, with a maximum punishment of death, life in prison.

Section V

5-1. Vignette 1 – Battalion Motor Pool PCC/PCIs

Section VI

6-1. Civilian Vignette 1 – I Can't Work like this

Section VII

USAREC SHARP Vignettes

*Use the associated video within each vignette to guide discussions.

7-1. USAREC Vignette 1 – Sexting

Annex A (SHARP Videos)

Annex A

Approved SHARP Video Resources

All approved videos can be found on the <https://sharplearningportal.army.mil>

Consent

[sharplearningportal.army.mil/LinkedFiles/Videos/Consent Scenarios.mp4](https://sharplearningportal.army.mil/LinkedFiles/Videos/Consent%20Scenarios.mp4)

Retaliation

sharplearningportal.army.mil/LinkedFiles/Videos/Retaliation.mp4

Risking Readiness

[sharplearningportal.army.mil/LinkedFiles/Videos/Risking Readiness.mp4](https://sharplearningportal.army.mil/LinkedFiles/Videos/Risking%20Readiness.mp4)

Sexual Assault Reporting 101

<https://www.sharplearningportal.army.mil/LinkedFiles/Videos/SHARP%20101.mp4>

Drugs, Alcohol & Sexual Assault

[sharplearningportal.army.mil/LinkedFiles/Videos/Drugs, Alcohol & Sexual Assault.mp4](https://sharplearningportal.army.mil/LinkedFiles/Videos/Drugs,%20Alcohol%20&%20Sexual%20Assault.mp4)

Bystander Intervention

[sharplearningportal.army.mil/LinkedFiles/Videos/Bystander Intervention.mp4](https://sharplearningportal.army.mil/LinkedFiles/Videos/Bystander%20Intervention.mp4)

True Story-Female Leader

[sharplearningportal.army.mil/LinkedFiles/Videos/True Story-Female Leader.mp4](https://sharplearningportal.army.mil/LinkedFiles/Videos/True%20Story-Female%20Leader.mp4)

True Story-Male Soldier

[sharplearningportal.army.mil/LinkedFiles/Videos/True Story-Male Soldier.mp4](https://sharplearningportal.army.mil/LinkedFiles/Videos/True%20Story-Male%20Soldier.mp4)

True Story-Female Soldier

[sharplearningportal.army.mil/LinkedFiles/Videos/True Story-Female Soldier.mp4](https://sharplearningportal.army.mil/LinkedFiles/Videos/True%20Story-Female%20Soldier.mp4)

What Should You Do? (Civilian)

[sharplearningportal.army.mil/LinkedFiles/Videos/What Should You Do Civilian.mp4](https://sharplearningportal.army.mil/LinkedFiles/Videos/What%20Should%20You%20Do%20Civilian.mp4)

What Should You Do? (Soldier)

[sharplearningportal.army.mil/LinkedFiles/Videos/True Story-Male Soldier.mp4](https://sharplearningportal.army.mil/LinkedFiles/Videos/True%20Story-Male%20Soldier.mp4)

Hazing

sharplearningportal.army.mil/LinkedFiles/Videos/Hazing.mp4

Online Conduct

[sharplearningportal.army.mil/LinkedFiles/Videos/Online Conduct.mp4](https://sharplearningportal.army.mil/LinkedFiles/Videos/Online%20Conduct.mp4)

Special Victim Capability

[sharplearningportal.army.mil/LinkedFiles/Videos/Special Victim Capability.mp4](https://sharplearningportal.army.mil/LinkedFiles/Videos/Special%20Victim%20Capability.mp4)

Continuum of Readiness

sharplearningportal.army.mil/LinkedFiles/Videos/Continuum.mp4

Ethics

sharplearningportal.army.mil/LinkedFiles/Videos/Ethics.mp4

Victim Resources

[sharplearningportal.army.mil/LinkedFiles/Videos/Victim Resources.mp4](https://sharplearningportal.army.mil/LinkedFiles/Videos/Victim%20Resources.mp4)

Revictimization

sharplearningportal.army.mil/LinkedFiles/Videos/Revictimization.mp4

Army S.H.A.R.P. Spoken Word

[sharplearningportal.army.mil/LinkedFiles/Videos/SHARP Spoken Word.mp4](https://sharplearningportal.army.mil/LinkedFiles/Videos/SHARP%20Spoken%20Word.mp4)

Example Sexual Assaults by date of incident



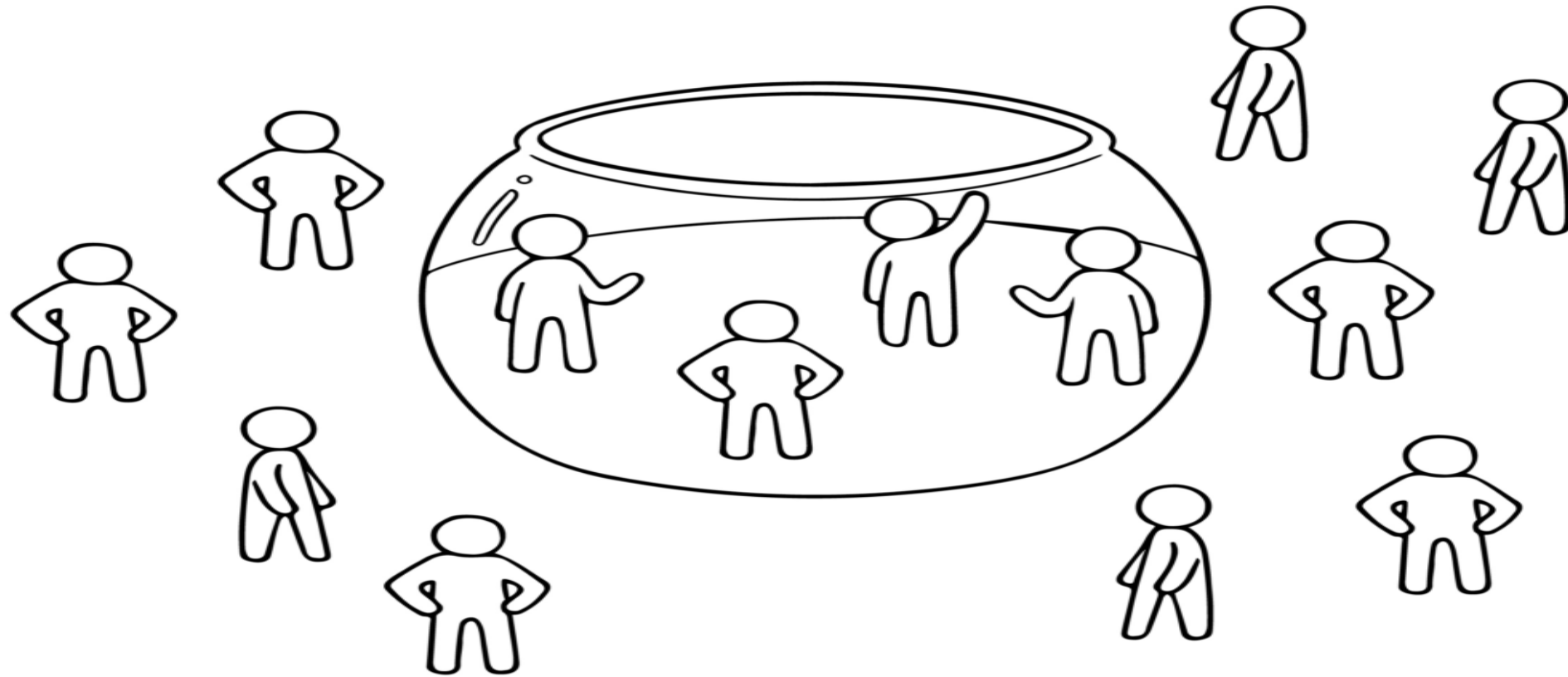
DATA Source: DSAID/ As of Date: 15 SEP 2021

Example Sexual Assaults by date of incident



DATA Source: DSAID/ As of Date: 15 SEP 2021

- Post pictures and contact information of SHARP professionals from your post.
- Include the SHARP Hotline



Unit Leader LED TSP Facilitation

- Unit Leaders will now take turns facilitating the TSP utilizing 1 of the 5 Modules using 1 vignette and check on learning questions from the trifold.
- *Upon completion of each module, an AAR will take place.*
- *All personnel will provide feedback to their peers upon completion of their facilitation.*
- *Each Unit Leader should conduct all 5 Modules prior to completion.*
- *Each Module should last anywhere from 15 to 25 minutes.*

➤ Conduct AAR after your T3 Training Event.

- What Was Supposed to Happen
- What Happened
- What went well / What could be improved