

Sample Tasking Order

XXXXXX TASKING ORDER

Suspense: Multiple

Publish DTG: 181400JUN24

SUBJECT: XXXX TASKORD G3IN21-173 FY25 SHARP Annual Refresher Training the Trainer (T3) Training

1. SITUATION. The FY25 SHARP Annual Refresher TSP requires unit leaders to conduct training in small groups with the assistance of a Sexual Harassment/Assault Response Prevention (SHARP) sexual assault response coordinator (SARC) or victim advocate (VA) using the approved graphic training aid (GTA).

2. MISSION. In accordance with Army Directive 2018-23 “Improving the Effectiveness of Essential and Important Army Programs” unit leaders/trainers will lead SHARP Annual Refresher Training with the assistance of SHARP professionals (SARC/VA) for their assigned personnel, Soldiers and DA Civilians and provide accurate and timely documentation of training using Digital Training Management System (DTMS). In support of the pilot, identified unit leaders/trainers will attend one of the scheduled T3 training sessions.

3. EXECUTION.

3.A. Suspense: MULTIPLE

3.A.1. NLT XXXXXXXX, Commanders will complete Annex A (T3 schedule) and send to

3.A.2. XXXXXXXX – XXXXXXXX, SHARP Professionals will conduct the T3 training for all identified unit leaders/trainers on the new FY25 SHARP TSP and GTA.

3.A.3. XXXXXXXX – XXXXXXXX, Identified and trained unit leaders/trainers will conduct the FY25 SHARP TSP Annual Refresher Training and capture After Action Review (AAR) comments on the training.

3.A.4. NLT XXXXXXXX, SHARP professional that lead the T3 Training will submit written AAR comments to the Installation Lead SARC and G-3 training section.

3.B. Concept of Operations.

3.B.1. Commanders/Directors (or equivalent) will identify unit leaders/trainers to send to the T3 training event.

3.B.2. Commanders/Directors (or equivalent) have discretion on how annual refresher training will be delivered within their unit/organization. Each training module will be conducted in person using leader led, small group facilitated discussion. Personnel trained during the FY25 SHARP Annual Refresher Training T3 will be compliant and fully trained for FY25 SHARP annual refresher training in DTMS.

3.B.3. SHARP annual refresher training will focus on sexual harassment/assault, bystander intervention, risk reduction, prevention and relationship indicators. IAW Army Directive 2018-23 SHARP professional will be present during training to assist leaders in training or those in attendance.

3.B.4. SHARP Annual Refresher Training materials are located on Army Training Network at <https://atn.army.mil> or the SHARP Learning Portal at <https://sharplearningportal.army.mil/>

3.C. Tasks.

3.C.1. Acknowledge. All organizations will reply via SharePoint within two working days and will send POC information to the XXXXX G3 Tasking Mailbox: [XXXXXXXXX!](#) and to XXXXXXXXXXX,XXXX.

3.C.2. SHARP (Lead).

3.C.2.a. XXXXXXXX – XXXXXXXX, SHARP POC will conduct train the trainer (T3) for all identified unit leaders/trainers on the FY25 SHARP TSP and GTA.

3.C.2.b. NLT XXXXXXXX, SHARP lead POC will submit completed AAR to the Installation Lead SARC and G-33 training section.

3.C.3. List units involved.....

3.C.3.a. NLT XXXXXXXX, Commanders will complete Annex A (T3 schedule) to identify the appropriate and capable Leaders to attend the T3 training for the FY25 SHARP TSP and GTA and submit to the SHARP POC.

3.C.3.b. There is no limit on the amount of personnel authorized to be trained. It would be beneficial to have as many qualified Leaders trained to create flexibility and continuity within your organization. Selected individuals will be responsible for preparing, rehearsing and executing the new FY25 SHARP TSP and GTA.

3.C.3.c. XXXXXXXX – XXXXXXXX, Trained unit leaders/trainers will conduct the new FY 25 SHARP TSP utilizing the GTA and resources on the Army Training Network or the SHARP Learning Portal.

3.C.3.d. NLT 48hrs after SHARP training session, submit AAR comments to the Installation Lead SARC. Written AAR comments will use the “Issue/Discussion/Recommendation” format.

3.D. Coordinating Instructions. Unit leaders will 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 Annual SHARP refresher training to ensure that all aspects are addressed from the planning stages through the retraining phase.

4. ADMIN AND LOG.

4.A. Enclosures.

4.A.1. Encl 1 - FY25 SHARP Annual Refresher TSP

4.A.2. Encl 2 - SHARP GTA and Check on Learning Tri-Fold

5. COMMAND AND SIGNAL.

5.A. SHARP POC. *Enter Name, Email, and Phone Number.*

5.B. Originator. G33 Taskings, *Enter Name, Email, and Phone Number.*

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XXXX XXXXXX

Chief, Tasking's Division, G-33

HQ XXXX G-3/5/7