



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
950 JEFFERSON AVENUE
FORT EUSTIS, VIRGINIA 23604-5700

REPLY TO
ATTENTION OF

ATBO-BO

16 SEP 2014

MEMORANDUM FOR Deputy Commanding General/Chief of Staff, U.S. Army Training and Doctrine Command, 950 Jefferson Avenue, Fort Eustis, VA 23604-5700

SUBJECT: Delegation of Waiver and Removal Authority for Currently Serving Active Army and U.S. Army Reserve Recruiters, Drill Sergeants, and TRADOC Advanced Individual Training (AIT) Platoon Sergeants

1. References.

a. ALARACT 188/2014, 26 Jul 14, subject: HQDA EXORD 193-14 Sexual Harassment/Assault Response and Prevention Program Personnel and Others in Identified Positions of Significant Trust (Encl 1).

b. Memorandum, Secretary of the Army, 12 Feb 2014, subject: Ensuring the Quality of Sexual Assault Response Coordinators, Sexual Assault Prevention and Response Victim Advocates and Others in Identified Positions of Significant Trust and Authority (Encl 2).

c. ALARACT 147/2013, 10 Jun 13, subject: HQDA EXORD 161-13 Sexual Harassment/Assault Response and Prevention Program Army Stand-Down (Encl 3).

d. Memorandum, Secretary of the Army, 28 May 2013, subject: Ensuring the Quality of Sexual Assault Response Coordinators, Sexual Assault Prevention and Response Victim Advocates and Others in Identified Positions of Significant Trust and Authority (Encl 4).

2. In accordance with reference 1a, para 3.D.5.D, you are delegated waiver and removal authority for currently serving Active Army and Reserve component recruiters, drill sergeants, and TRADOC AIT platoon sergeants. This authority may not be further delegated.

4 Encls



DAVID G. PERKINS
General, U.S. Army
Commanding

ALARACT: 188/2014

DTG: 260242Z JUL 14

THIS MESSAGE HAS BEEN TRANSMITTED BY USAITA ON BEHALF OF HQDA //ASA(M&RA)/DCS G-1//

SUBJECT: HQDA EXORD 193-14 SCREENING OF SEXUAL HARASSMENT/ ASSAULT RESPONSE AND PREVENTION PROGRAM PERSONNEL AND OTHERS IN IDENTIFIED POSITIONS OF SIGNIFICANT TRUST.

(U) REFERENCES:

REF/A/ DEPARTMENT OF DEFENSE INSTRUCTION 1402.5 CRIMINAL HISTORY BACKGROUND CHECKS ON INDIVIDUALS IN CHILD CARE SERVICES, 19 JANUARY 1993//

REF/B/ DEPARTMENT OF DEFENSE MEMORANDUM SEXUAL ASSAULT PREVENTION AND RESPONSE STAND-DOWN, 17 MAY 2013//

REF/C/ ARMY REGULATION 20-1, INSPECTOR GENERAL ACTIVITIES AND PROCEDURES, 29 NOVEMBER 2010 (*RAR 001, 07/03/2012)//

REF/D/ ARMY REGULATION 190-45, LAW ENFORCEMENT REPORTING, 30 MARCH 2007//

REF/E/ ARMY REGULATION 340-21, THE ARMY PRIVACY PROGRAM, 5 JULY 1985//

REF/F/ ARMY REGULATION 600-8-2, SUSPENSION OF FAVORABLE PERSONNEL ACTIONS (FLAG), 23 OCTOBER 2012//

REF/G/ ARMY REGULATION 600-20, ARMY COMMAND POLICY, 18 MARCH 2008 (*RAR 9/20/2012)//

REF/H/ ARMY REGULATION 600-37, UNFAVORABLE INFORMATION, 19 DECEMBER 1986//

REF/I/ ARMY REGULATION 600-85, THE ARMY SUBSTANCE ABUSE PROGRAM, 28 DECEMBER 2012//

REF/J/ ARMY REGULATION 601-1, ASSIGNMENT OF ENLISTED PERSONNEL TO THE U.S. ARMY RECRUITING COMMAND, 12 OCTOBER 2007 (*RAR 002, 09/06/2011)//

REF/K/ ARMY REGULATION 608-18, THE ARMY FAMILY ADVOCACY PROGRAM, 30 OCTOBER 2007 (*RAR 9/13/2011)//

REF/L/ ARMY REGULATION 614-100, OFFICER ASSIGNMENT POLICIES, DETAILS, AND TRANSFERS, 10 JANUARY 2006//

REF/M/ ARMY REGULATION 614-200, ENLISTED ASSIGNMENTS AND UTILIZATION MANAGEMENT, 26 FEBRUARY 2009 (*RAR 002 10/11/11)//

REF/N/ (SEC)RETARY OF THE ARMY ((SEC)ARMY) MEMORANDUM ENSURING THE QUALITY OF SEXUAL ASSAULT RESPONSE COORDINATORS, SEXUAL ASSAULT PREVENTION AND RESPONSE VICTIM ADVOCATES AND OTHERS IN IDENTIFIED POSITIONS OF SIGNIFICANT TRUST AND AUTHORITY, 28 MAY 2013//

REF/O/ (SEC)ARMY MEMORANDUM ENSURING THE QUALITY OF SEXUAL ASSAULT RESPONSE COORDINATORS, SEXUAL ASSAULT PREVENTION AND RESPONSE VICTIM ADVOCATES AND OTHERS IN IDENTIFIED POSITIONS OF SIGNIFICANT TRUST AND AUTHORITY, 12 FEBRUARY 2014//

REF/P/ ASSISTANT (SEC)RETARY OF THE ARMY FOR MANPOWER AND RESERVE AFFAIRS MEMORANDUM GUIDANCE FOR CIVILIAN SEXUAL HARASSMENT/ ASSAULT RESPONSE AND PREVENTION PROGRAM POSITIONS, 27 SEPTEMBER 2013//

REF/Q/ HQDA EXORD 221-12, 2012 SEXUAL HARASSMENT/ASSAULT RESPONSE AND PREVENTION PROGRAM SYNCHRONIZATION ORDER, 25 JUNE 2012//

REF/R/ HQDA EXORD 161-13 SEXUAL HARASSMENT/ASSAULT RESPONSE AND PREVENTION PROGRAM ARMY STAND-DOWN, 10 JUNE 2013//

1. (U) SITUATION.

Encl 1

1.A. (U) ON 17 MAY 2013, THE (SEC)RETARY OF DEFENSE ((SEC)DEF) SIGNED A MEMORANDUM DIRECTING THE ARMY TO IMPLEMENT A SEXUAL ASSAULT PREVENTION AND RESPONSE STAND-DOWN. THE DIRECTIVE CONTAINS THREE MAJOR REQUIREMENTS FOR THE STAND-DOWN. THE ARMY COMPLETED ALL ASSOCIATED REQUIREMENTS.

1.B. (U) ON 28 MAY 2013, THE (SEC)RETARY OF THE ARMY ((SEC)ARMY) SIGNED A MEMORANDUM PROVIDING ADDITIONAL GUIDANCE ON THE IMPLEMENTATION OF SCREENING FOR SEXUAL ASSAULT RESPONSE COORDINATORS (SARCS), SEXUAL HARASSMENT/ASSAULT RESPONSE AND PREVENTION VICTIM ADVOCATES (SHARP VAS), RECRUITERS, DRILL SERGEANTS AND ADVANCED INDIVIDUAL TRAINING (AIT) PLATOON SERGEANTS. THE ARMY BEGAN THIS SCREENING IN JUNE 2013.

1.C. (U) IN JUNE 2013, THE DEPUTY CHIEF OF STAFF, G-1, DIRECTED A REVIEW OF THE SARC AND SHARP VA STRUCTURE WITHIN THE ACTIVE COMPONENT (AC). THE SHARP PROGRAM OFFICE COMPLETED THIS REVIEW IN DECEMBER 2013.

1.D. (U) ON 12 FEBRUARY 2014, THE (SEC)ARMY SIGNED A MEMORANDUM CLARIFYING THE TERM "CREDIBLE EVIDENCE" AND PROVIDING REVISED GUIDANCE SPECIFIC TO CAREER RECRUITERS.

2. (U) MISSION. EFFECTIVE IMMEDIATELY, APPLY (SEC)ARMY GUIDANCE TO REVISED BROADENED SCREENING CRITERIA IN ACCORDANCE WITH (SEC)ARMY 28 MAY 2013 AND 12 FEB 2014 MEMORANDA IN ORDER TO ENSURE THE BEST QUALIFIED PERSONNEL SERVE IN IDENTIFIED POSITIONS OF SIGNIFICANT TRUST AND AUTHORITY (HEREINAFTER REFERRED TO AS "POSITIONS OF SIGNIFICANT TRUST"), AND CEASE THE ASSIGNMENT OF COLLATERAL DUTY SARCS AND SHARP VAS AT THE COMPANY OR EQUIVALENT LEVEL.

3. (U) EXECUTION.

3.A. (U) INTENT. THE INTENT OF THIS ORDER IS TO PROVIDE CLARIFYING GUIDANCE ON PROCESSES AND PROCEDURES TO CONDUCT BROADENED SCREENING OF PERSONNEL SERVING IN OR NOMINATED FOR POSITIONS OF SIGNIFICANT TRUST (SARCS, SHARP VAS, RECRUITERS, DRILL SERGEANTS, AIT PLATOON SERGEANTS, AND ARMY NATIONAL GUARD (ARNG) RECRUIT SUSTAINMENT PROGRAM (RSP) CADRE); TO IMPLEMENT BROADENED SCREENING FOR POSITIONS OF SIGNIFICANT TRUST IN THE RESERVE COMPONENT; TO IMPLEMENT BEHAVIORAL HEALTH INTERVIEWS FOR ACTIVE DUTY PERSONNEL SERVING IN OR NOMINATED FOR POSITIONS OF SIGNIFICANT TRUST; AND TO PROVIDE GUIDANCE ON THE ASSIGNMENT OF SHARP PERSONNEL AT THE COMPANY LEVEL IN THE AC. FOR RECRUITERS, DRILL SERGEANTS, AND AIT PLATOON SERGEANTS, IT IS NOT THE INTENT TO REPEAT THE REVIEW OF ANY SCREENING ELEMENT THAT HAS BEEN REVIEWED WITHIN THE PAST THREE YEARS. THIS GUIDANCE APPLIES TO CIVILIANS ONLY WHERE SPECIFICALLY NOTED. SCREENING OF CIVILIANS WILL FOLLOW THE CIVILIAN SCREENING POLICY (REF P).

3.B. (U) CONCEPT OF OPERATION. THE ARMY IS IMPLEMENTING THE (SEC)ARMY REQUIREMENTS IN THREE PHASES. EXORD 161-13 (REF R) COVERED PHASE I. THIS ORDER COVERS PHASE II REQUIREMENTS AND FUTURE ORDERS WILL PROVIDE GUIDANCE ON PHASE III.

3.B.1. (U) PHASE I IS COMPLETE.

3.B.2. (U) THIS ORDER (PHASE II) CLARIFIES GUIDANCE ON STANDARDS FOR BROADENED SCREENING; DIRECTS BROADENED SCREENING FOR ALL RESERVE COMPONENT MEMBERS SERVING IN OR NOMINATED FOR POSITIONS OF SIGNIFICANT TRUST; OUTLINES THE IMPLEMENTATION

OF BEHAVIORAL HEALTH INTERVIEWS FOR ACTIVE DUTY (TO INCLUDE AGR) MEMBERS SERVING IN OR NOMINATED FOR POSITIONS OF SIGNIFICANT TRUST; AND PROVIDES GUIDANCE FOR THE ASSIGNMENT OF FULL-TIME AND COLLATERAL DUTY SARCS AND SHARP VAS.

3.B.3. (U) PHASE III WILL UPDATE POLICY, COLLECT LESSONS LEARNED, AND PROVIDE GUIDANCE TO THE FIELD ON THE FREQUENCY OF RESCREENING REQUIREMENTS. THESE REQUIREMENTS WILL BE OUTLINED IN A FUTURE ORDER.

3.C. (U) TASKS TO ARMY STAFF AND SUBORDINATE ORGANIZATIONS.

3.C.1. (U) HQDA G-1.

3.C.1.A. (U) IN COORDINATION WITH THE DA FOIA AND PRIVACY OFFICE, DEVELOP A CENTRAL REPORTING MECHANISM THAT IS IN COMPLIANCE WITH THE PRIVACY ACT AND THE ARMY PRIVACY PROGRAM, AS ESTABLISHED IN REF E; CONSOLIDATES ALL RESULTS OF THIS, AND FUTURE, RECORDS REVIEWS ON AN INSTALLATION-BY-INSTALLATION BASIS; AND ENSURES THAT THE RESULTS INCLUDE A BY-NAME CONFIRMATION THAT THE RECORDS REVIEW HAS BEEN COMPLETED, A LISTING OF THE RECORDS REVIEWED, AND THE RESULTING SUITABILITY DETERMINATION. THE REPORTING MECHANISM SHALL INCLUDE THE BEHAVIORAL HEALTH INTERVIEW PROCESS. DEVELOP A LONG TERM SOLUTION NLT 30 SEP 2014.

3.C.1.B. (U) DEVELOP AND STAFF A RAPID ACTION REVISION OF AR 600-20 ARMY COMMAND POLICY TO INCLUDE UPDATED QUALIFICATIONS AND SCREENING CRITERIA FOR SARC AND SHARP VA POSITIONS.

3.C.1.C. (U) DEVELOP AND STAFF RAPID ACTION REVISIONS OF AR 614-200, ENLISTED ASSIGNMENTS AND UTILIZATION MANAGEMENT; AR 614-100, OFFICER ASSIGNMENT POLICIES, DETAILS AND TRANSFERS; AND AR 601 1, ASSIGNMENT OF ENLISTED PERSONNEL TO THE U.S. ARMY RECRUITING COMMAND TO REFLECT THE CHANGES IN SCREENING REQUIREMENTS.

3.C.2. (U) HUMAN RESOURCES COMMAND (HRC).

3.C.2.A. (U) CONDUCT CENTRALIZED BACKGROUND SCREENING FOR ALL CURRENT AND NOMINATED ACTIVE COMPONENT (AC) AND U.S. ARMY RESERVE (USAR) MILITARY SARC AND SHARP VAS (BOTH COLLATERAL DUTY AND FULL-TIME). COMPLETE BROADENED SCREENING AND PROVIDE THE FINDINGS TO REQUESTING ACOMS, ASCCS AND DRUS AND THE SHARP PROGRAM OFFICE. ALL EFFORTS SHOULD BE MADE TO LIMIT DISTRIBUTION OF THIS INFORMATION.

3.C.2.B. (U) UPON THE REQUEST OF CIVILIAN HUMAN RESOURCES AGENCY HEADQUARTERS(CHRA HQ) OR A CHRA REGIONAL POINT OF CONTACT (POC), CONDUCT SCREENING IN ACCORDANCE WITH THE CIVILIAN SCREENING POLICY (REF P) FOR ALL CIVILIANS SELECTED FOR SHARP POSITIONS.

3.C.3. (U) DEPARTMENT OF THE ARMY INSPECTOR GENERAL.

3.C.3.A. (U) CONTINUE TO REVIEW COMMAND COMPLIANCE WITH THE TASK TO CONDUCT REFRESHER TRAINER AND LEADER ENGAGEMENT. THIS INCLUDES BOTH A QUALITATIVE AND QUANTITATIVE REVIEW OF THE REFRESHER TRAINING AND LEADER ENGAGEMENTS.

3.C.3.B. (U) UPON THE REQUEST OF HRC OR THE NATIONAL GUARD BUREAU (NGB), CONDUCT SCREENING FOR CURRENT AND NOMINATED SARCS, SHARP VAS, RECRUITERS, DRILL SERGEANTS, AIT PLATOON SERGEANTS, AND ARNG RSP CADRE.

3.C.3.C. (U) UPON THE REQUEST OF CHRA HQ OR A CHRA REGIONAL POC, CONDUCT SCREENING IN ACCORDANCE WITH THE CIVILIAN SCREENING POLICY (REF P) FOR ALL CIVILIANS WITH PREVIOUS ARMY SERVICE WHO ARE SELECTED FOR SHARP POSITIONS, AND PROVIDE INITIAL FINDINGS WITHIN 45 CALENDAR DAYS.

3.C.3.D. (U) RELEASE SUMMARIES OF SUBSTANTIATED ALLEGATIONS AGAINST AC SARCS AND SHARP VAS TO HRC. HRC MAY THEN RELEASE THESE SUMMARIES TO THE APPROPRIATE WAIVER/REMOVAL AUTHORITIES, WHO MAY USE THEM ONLY TO DETERMINE SUITABILITY FOR SARC/SHARP VA DUTY, AND NOT TO SUPPORT ADVERSE ACTION.

3.C.3.E. (U) RELEASE SUMMARIES OF SUBSTANTIATED ALLEGATIONS AGAINST NOMINATED AC/USAR RECRUITERS, DRILL SERGEANTS AND AIT PLATOON SERGEANTS TO HRC. FOR CURRENTLY SERVING RECRUITERS, DRILL SERGEANTS AND AIT PLATOON SERGEANTS, HRC MAY RELEASE THESE SUMMARIES TO THE APPROPRIATE WAIVER/REMOVAL AUTHORITIES, WHO MAY USE THEM ONLY TO DETERMINE SUITABILITY FOR THE SPECIFIC DUTY, AND NOT TO SUPPORT ADVERSE ACTION.

3.C.3.F. (U) RELEASE SUMMARIES OF SUBSTANTIATED ALLEGATIONS AGAINST USAR SARCS AND SHARP VAS TO THE USAR G1. THE USAR G1 MAY THEN RELEASE THESE SUMMARIES TO THE APPROPRIATE WAIVER/REMOVAL AUTHORITIES, WHO MAY USE THEM ONLY TO DETERMINE SUITABILITY FOR SARC/SHARP VA DUTY, AND NOT TO SUPPORT ADVERSE ACTION.

3.C.3.G. (U) RELEASE SUMMARIES OF SUBSTANTIATED ALLEGATIONS AGAINST ARNG PERSONNEL TO THE NGB J1. THE NGB J1 MAY THEN RELEASE THESE SUMMARIES THROUGH THE ARNG G1 TO THE STATE ADJUTANT GENERAL OR COMMANDING GENERAL FOR THE DISTRICT OF COLUMBIA, WHO MAY USE THEM ONLY TO DETERMINE SUITABILITY FOR THE SPECIFIC DUTY, AND NOT TO SUPPORT ADVERSE ACTION.

3.C.3.H. (U) RELEASE SUMMARIES OF SUBSTANTIATED ALLEGATIONS AGAINST INDIVIDUALS SELECTED FOR CIVILIAN SHARP POSITIONS TO CHRA HQ OR A CHRA REGIONAL POC, WHO MAY USE THEM ONLY TO DETERMINE SUITABILITY FOR THE SPECIFIC DUTY, AND NOT TO SUPPORT ADVERSE ACTION.

3.C.3.I. (U) ALL EFFORTS SHOULD BE MADE TO LIMIT DISTRIBUTION OF INFORMATION RELATED TO SUBSTANTIATED IG ALLEGATIONS.

3.C.3.J. (U) FIELD/LOCAL IGS ARE NOT AUTHORIZED TO CONDUCT ANY LOCAL SUITABILITY SCREENINGS, OR TO RELEASE ADVERSE INFORMATION IN ACCORDANCE WITH REF C. FIELD/LOCAL IGS SHOULD DIRECT ALL QUESTIONS AND/OR SCREENING ACTION REQUESTS TO THE CHIEF, DAIG RECORDS SCREENING AND OVERSIGHT OFFICE, (703) 545-1893.

3.C.4. (U) NATIONAL GUARD BUREAU (ARMY NATIONAL GUARD).

3.C.4.A. (U) ENSURE THE COMPLETION OF BROADENED SCREENING OF ALL ARNG PERSONNEL SERVING IN OR NOMINATED FOR POSITIONS OF SIGNIFICANT TRUST. SEE ANNEX A FOR A LIST OF REQUIRED SCREENING. FOR MILITARY TECHNICIANS SEE THE CIVILIAN SCREENING POLICY (REF P).

3.C.4.B. (U) ENSURE ALL AGR SOLDIERS CURRENTLY SERVING AS OR NOMINATED TO SERVE AS FULL-TIME SARCS OR SHARP VAS ARE INSTRUCTED TO SCHEDULE A BEHAVIORAL HEALTH INTERVIEW AND PROVIDE THE APPOINTMENT DATE AND TIME TO THE APPROPRIATE WAIVER/REMOVAL/APPOINTING AUTHORITY. APPOINTMENTS WILL BE SCHEDULED NLT 120 DAYS FROM THE DATE OF THIS ORDER AT THE CLOSEST ARMY MILITARY TREATMENT FACILITY (MTF) (SEE ANNEX E). THE APPROPRIATE WAIVER/REMOVAL/APPOINTING AUTHORITY WILL PROVIDE THE MTF WITH AN EMAIL ADDRESS OR FAX NUMBER TO WHICH TO SEND FINDINGS. THE APPOINTMENTS MUST BE COMPLETED NLT 180 DAYS FROM THE DATE OF THIS ORDER.

3.C.4.C. (U) ENSURE ALL AGR SOLDIERS CURRENTLY SERVING AS OR NOMINATED TO SERVE AS RECRUITERS ARE INSTRUCTED TO SCHEDULE A BEHAVIORAL HEALTH INTERVIEW AND PROVIDE THE APPOINTMENT DATE AND TIME TO THE APPROPRIATE WAIVER/REMOVAL/APPOINTING AUTHORITY. APPOINTMENTS WILL BE SCHEDULED NLT 120 DAYS FROM THE DATE OF THE ORDER) AT THE CLOSEST ARMY MTF (SEE ANNEX E). THE APPROPRIATE WAIVER/REMOVAL/APPOINTING AUTHORITY WILL PROVIDE THE MTF WITH AN EMAIL OR FAX NUMBER TO WHICH TO SEND FINDINGS. THE APPOINTMENTS MUST BE COMPLETED NLT 180 DAYS FROM THE DATE OF THIS ORDER.

3.C.4.D. ENSURE UNITS FUND ANY COSTS ASSOCIATED WITH TRAVEL TO THE NEAREST ARMY MTF.

3.C.5. (U) ARMY COMMANDS (ACOM), ARMY SERVICE COMPONENT COMMANDS (ASCC), AND DIRECT REPORTING UNITS (DRU).

3.C.5.A. (U) COMPLETE BROADENED LOCAL SCREENING AND REQUEST CENTRALIZED SCREENING OF ALL MILITARY SARCS AND SHARP VAS (AC/USAR). SEE ANNEX A FOR A LIST OF REQUIRED SCREENING (ALL SCREENINGS FOR PHASE I AND PHASE II). FOR CIVILIANS AND MILITARY TECHNICIANS SEE THE CIVILIAN SCREENING POLICY (REF P).

3.C.5.B. (U) APPOINTING/REMOVAL AUTHORITIES MUST REVIEW THE SCREENING RESULTS FOR ALL CURRENT AND NOMINATED SARCS AND VAS AND TAKE APPROPRIATE ACTION IF DEROGATORY INFORMATION IS FOUND (SEE 3.D.6.(U) - MILITARY SCREENING CRITERIA). SEE ANNEX D FOR ALIGNMENT OF APPOINTING AND REMOVAL AUTHORITIES.

3.C.5.C. (U) INSTRUCT ALL ACTIVE DUTY AND AGR SOLDIERS CURRENTLY SERVING IN OR NOMINATED TO SERVE IN FULL-TIME SARC AND SHARP VA POSITIONS TO SCHEDULE A BEHAVIORAL HEALTH INTERVIEW AND PROVIDE THE APPOINTMENT DATE AND TIME TO THE APPROPRIATE WAIVER/REMOVAL/APPOINTING AUTHORITY. APPOINTMENTS WILL BE SCHEDULED NLT 120 DAYS FROM THE DATE OF THIS ORDER AT THE CLOSEST ARMY MILITARY TREATMENT FACILITY (SEE ANNEX E). THE APPROPRIATE WAIVER/REMOVAL/APPOINTING AUTHORITY WILL PROVIDE THE MTF WITH AN EMAIL OR FAX NUMBER TO WHICH TO SEND FINDINGS. THE APPOINTMENTS MUST BE COMPLETED NLT 180 DAYS FROM THE DATE OF THIS ORDER.

3.C.5.D. (U) ENSURE THE ASSIGNMENT OF A MILITARY COLLATERAL DUTY SARC AND SHARP VA AT THE BATTALION (OR EQUIVALENT) LEVEL. UNITS/ORGANIZATIONS WILL MAINTAIN THE CURRENT AUTHORIZATIONS FOR FULL-TIME SARCS AND SHARP VAS AT THE BRIGADE (OR EQUIVALENT) LEVEL.

3.C.5.E. (U) DIRECT THE IMMEDIATE CESSATION OF NEW AND CURRENT APPOINTMENTS OF SARCS AND SHARP VAS AT THE COMPANY OR EQUIVALENT LEVEL IN AC UNITS. ACOM/ASCC/DRU COMMANDERS MAY AUTHORIZE COMPANY-LEVEL SHARP VAS FOR EXCEPTIONAL SITUATIONS, SUCH AS GEOGRAPHIC DISPERSION. IF A COMPANY-LEVEL SARC OR SHARP VA IS ACTIVELY WORKING WITH A VICTIM, THE SARC/SHARP VA RELATIONSHIP WITH THAT VICTIM WILL CONTINUE UNTIL THE CASE IS CLOSED, BUT THE SARC/SHARP VA WILL NOT BE ASSIGNED NEW CASES.

3.C.5.F. (U) DIRECT THE ASSIGNMENT OF MILITARY COLLATERAL DUTY COMPANY SHARP ADVISORS FOR AC UNITS. SHARP ADVISORS CONDUCT PREVENTION AND TRAINING ACTIVITIES AND ADVISE THE COMMANDER ON SHARP PROGRAM RESPONSE ACTIVITIES. SHARP ADVISORS WILL ATTEND THE 80-HOUR SHARP TRAINING COURSE, BUT WILL NOT DIRECTLY SUPPORT OR OFFICIALLY INTERACT WITH VICTIMS. SHARP ADVISORS DO NOT NEED TO BE CENTRALLY SCREENED OR CREDENTIALLED, AND WILL NOT RECEIVE THE 1B ADDITIONAL SKILL IDENTIFIER (ASI). COMMANDERS MUST ENSURE ALL SOLDIERS ARE INFORMED THAT SHARP ADVISORS CANNOT OFFER THE (RES)TRICTED REPORTING OPTION SHOULD A VICTIM REPORT A SEXUAL ASSAULT TO THEM. SHARP ADVISORS ARE REQUIRED TO REPORT SEXUAL ASSAULT ALLEGATIONS TO CRIMINAL INVESTIGATION COMMAND (CID).

3.C.6. (U) TRAINING AND DOCTRINE COMMAND.

3.C.6.A. (U) COMPLETE BROADENED LOCAL SCREENING OF ALL RECRUITERS (INCLUDING USAR), DRILL SERGEANTS AND AIT PLATOON SERGEANTS. BROADENED LOCAL SCREENING FOR THESE INDIVIDUALS INCLUDES CHECKING LOCAL CIVILIAN POLICE RECORDS, ARMY SUBSTANCE ABUSE PROGRAM (ASAP) RECORDS, AND THE DEPARTMENT OF JUSTICE (DOJ) NATIONAL SEX OFFENDER PUBLIC WEBSITE (SEE ANNEX C). THE BEHAVIORAL HEALTH EVALUATION COMPLETED DURING THE SCREENING PROCESS OF RECRUITERS, DRILL SERGEANTS AND AIT PLATOON SERGEANTS MEETS THE INTENT OF THE BEHAVIORAL HEALTH INTERVIEW.

3.C.6.B. (U) PROVIDE HRC THE NAMES OF ALL SERVING RECRUITERS WHO ARE DISQUALIFIED FROM RECRUITING DUE TO THE SCREENING REQUIREMENTS OUTLINED IN THIS ORDER FOR WHOM THE COMMAND HAS NOT ISSUED A WAIVER. IDENTIFY AND PROVIDE THE NAMES NLT 15 DAYS FROM THE DATE OF THE DISQUALIFICATION DECISION.

3.C.7. (U) US ARMY RESERVE COMMAND. CONDUCT BROADENED LOCAL SCREENING OF ALL USAR DRILL SERGEANTS. BROADENED LOCAL SCREENING FOR THESE INDIVIDUALS INCLUDES CHECKING LOCAL CIVILIAN POLICE RECORDS, ASAP RECORDS, AND THE NATIONAL SEX OFFENDER PUBLIC WEBSITE (SEE ANNEX C). THE BEHAVIORAL HEALTH EVALUATION COMPLETED DURING THE SCREENING PROCESS OF DRILL SERGEANTS MEETS THE INTENT OF THE BEHAVIORAL HEALTH INTERVIEW.

3.C.8. (U) MEDICAL COMMAND (MEDCOM).

3.C.8.A. (U) COMPLETE BROADENED LOCAL SCREENING OF MEDCOM AIT PLATOON SERGEANTS. BROADENED LOCAL SCREENING FOR THESE INDIVIDUALS INCLUDES CHECKING LOCAL CIVILIAN POLICE RECORDS, ASAP RECORDS, AND THE NATIONAL SEX OFFENDER PUBLIC WEBSITE (SEE ANNEX C).

3.C.8.B. (U) CONDUCT BEHAVIORAL HEALTH INTERVIEWS BY INDEPENDENTLY CREDENTIALLED BEHAVIORAL HEALTH PROVIDERS FOR ALL SOLDIERS ON ACTIVE DUTY, TO INCLUDE AGR, CURRENTLY SERVING FULL-TIME IN SARC AND SHARP VA POSITIONS AND THOSE AGR SOLDIERS CURRENTLY SERVING AS A NATIONAL GUARD RECRUITER NLT 180 DAYS FROM THE DATE OF THIS ORDER.

3.C.8.C. (U) CONDUCT BEHAVIORAL HEALTH INTERVIEWS BY INDEPENDENTLY CREDENTIALLED BEHAVIORAL HEALTH PROVIDERS FOR ALL ACTIVE DUTY AND AGR SOLDIERS BEING CONSIDERED FOR FULL-TIME APPOINTMENT TO A POSITION OF SIGNIFICANT TRUST.

3.C.8.D. (U) PROVIDE A COPY OF THE COMPLETED DA FORM 3822, REPORT OF MENTAL STATUS EVALUATION, DOCUMENTING RECOMMENDATIONS TO THE APPROPRIATE WAIVER/REMOVAL/APPOINTING AUTHORITY UPON COMPLETION OF THE BEHAVIORAL HEALTH INTERVIEW.

3.C.9. (U) INSTALLATION MANAGEMENT COMMAND (IMCOM).

3.C.9.A. (U) ARMY SUBSTANCE ABUSE RECORDS SCREENING.

3.C.9.A.1. (U) UPON THE REQUEST OF UNITS OR THE NGB, CONDUCT ASAP REVIEWS FOR MILITARY PERSONNEL SERVING IN OR NOMINATED FOR A POSITION OF SIGNIFICANT TRUST ASSIGNED TO THE INSTALLATION, OR IN THE INSTALLATION'S AREA OF RESPONSIBILITY. IN ACCORDANCE WITH THE CIVILIAN SCREENING POLICY (REF P), CONDUCT ASAP REVIEWS FOR CIVILIAN SARCS, SHARP VAS AND STAFF ADVISORS ASSIGNED TO THE INSTALLATION, OR IN THE INSTALLATION'S AREA OF RESPONSIBILITY.

3.C.9.A.2. (U) FOR MILITARY PERSONNEL, THE PROGRAM OFFICIAL SHOULD PROVIDE THE REQUESTING UNIT REPRESENTATIVE WITH ONE OF THE FOLLOWING FOUR ANSWERS: NO POSITIVE TESTS, ONE POSITIVE TEST MORE THAN 5 YEARS AGO, ONE POSITIVE TEST IN THE PAST 5 YEARS OR MULTIPLE POSITIVE TESTS.

3.C.9.A.3. (U) THE (CON)FIDENTIALITY OF ASAP INFORMATION WILL BE MAINTAINED IAW AR 600-85 (REF I) AND PROVIDED ONLY TO INDIVIDUALS WITHIN THE ARMY WHO HAVE AN OFFICIAL NEED TO KNOW.

3.C.9.B. (U) POLICE RECORDS SCREENING.

3.C.9.B.1. (U) UPON THE REQUEST OF THE UNIT OR IN ACCORDANCE WITH THE CIVILIAN SCREENING POLICY (REF P), THE PROVOST MARSHAL/DIRECTORATE OF EMERGENCY SERVICES (PM/DES) WILL REQUEST LOCAL CIVILIAN POLICE RECORDS CHECKS OF MILITARY AND CIVILIAN PERSONNEL SERVING IN OR NOMINATED FOR A POSITION OF SIGNIFICANT TRUST.

3.C.9.B.2. (U) FOR THOSE LOCATIONS WHERE THE LOCAL PROVOST MARSHAL HAS AN AGREEMENT WITH THE STATE OR LOCAL POLICE, THE PM/DES WILL REQUEST STATE AND LOCAL CIVILIAN AGENCIES CRIMINAL RECORDS CHECKS UPON THE REQUEST OF INSTALLATION UNITS OR IN ACCORDANCE WITH THE CIVILIAN SCREENING POLICY (REF P).

3.C.9.B.3. (U) PM/DES WILL NOT CONDUCT CHECKS OF CENTRALIZED OPERATIONS POLICE SUITE (COPS) RECORDS FOR PERSONNEL ASSIGNED TO OR NOMINATED FOR A POSITION OF SIGNIFICANT TRUST. THE COPS CHECK WILL BE INCLUDED IN THE CID/CRC CHECK.

3.C.9.B.4. (U) PM/DES WILL CONSULT WITH THEIR INSTALLATION STAFF JUDGE ADVOCATE TO DETERMINE IF STATE AND LOCAL STATUTES PERMIT THE RELEASE OF POLICE RECORDS FOR BACKGROUND CHECKS. FOR THOSE WHO ARE UNABLE TO CONDUCT THE CHECKS DUE TO RESOURCES OR LEGAL LIMITATIONS, AND FOR OVERSEAS LOCATIONS, THE PM/DES WILL NOTIFY THE UNIT OF THE INABILITY TO COMPLETE CHECK AND THE REASON (COST, LAW, AGREEMENT, ETC).

3.C.9.B.5. (U) PM/DES WILL REMOVE ALL INFORMATION REGARDING ANYONE OTHER THAN THE INDIVIDUAL BEING SCREENED IF INCLUDED IN THE CIVILIAN POLICE RECORDS REPORT (E.G., VICTIMS, WITNESSES AND OTHER PERSONS RELATED TO THE REPORT).

3.C.9.B.6. (U) PM/DES IS NOT PERMITTED TO USE NATIONAL CRIME INFORMATION CENTER (NCIC) FOR SCREENING SHARP PROGRAM PERSONNEL OR OTHERS IN POSITIONS OF SIGNIFICANT TRUST. DOJ POLICY LIMITS NCIC USE FOR AUTHORIZED CRIMINAL JUSTICE PURPOSES.

3.C.9.C. (U) ARMY FAMILY ADVOCACY PROGRAM (FAP)/CASE REVIEW COMMITTEE (CRC) RECORDS SCREENING.

3.C.9.C.1. (U) UPON THE REQUEST OF HRC, NGB OR IN ACCORDANCE WITH THE CIVILIAN SCREENING POLICY (REF P), CONDUCT ARMY FAP/CRC RECORDS SCREENING FOR SUBSTANTIATED OR OPEN CASES RELATED TO TYPE I OR II OFFENSES (SEE ANNEX B) FOR PERSONNEL SERVING IN OR NOMINATED FOR A POSITION OF SIGNIFICANT TRUST. SEE PARAGRAPH 3.D.15.E. (U) ON THE LIMITED USE OF FAP/CRC RECORDS FOR SCREENING AND ADVERSE ACTION.

3.C.9.C.2. (U) RELEASE SUMMARIES OF SUBSTANTIATED TYPE I OR II ALLEGATIONS AGAINST AC/USAR SARCS, SHARP VAS, RECRUITERS, DRILL SERGEANTS, AND AIT PLATOON SERGEANTS TO HRC. HRC MAY THEN RELEASE THESE SUMMARIES TO THE APPROPRIATE WAIVER/REMOVAL AUTHORITIES, WHO MAY USE THEM ONLY TO DETERMINE SUITABILITY FOR THE SPECIFIC DUTY, AND NOT TO SUPPORT ADVERSE ACTION OR FOR ANY OTHER PURPOSE.

3.C.9.C.3. (U) RELEASE SUMMARIES OF SUBSTANTIATED TYPE I OR II ALLEGATIONS AGAINST ARNG PERSONNEL TO THE NGB J1. THE NGB J1 MAY THEN RELEASE THESE SUMMARIES THROUGH THE ARNG G1 TO THE STATE ADJUTANT GENERAL OR COMMANDING GENERAL FOR THE DISTRICT OF COLUMBIA, WHO MAY USE THEM ONLY TO DETERMINE SUITABILITY FOR THE SPECIFIC DUTY, AND NOT TO SUPPORT ADVERSE ACTION OR FOR ANY OTHER PURPOSE.

3.C.9.C.4. (U) RELEASE SUMMARIES OF SUBSTANTIATED TYPE I OR II ALLEGATIONS AGAINST INDIVIDUALS SELECTED FOR A CIVILIAN SARC, SHARP VA, TRAINING INSTRUCTOR (SHARP), SHARP PROGRAM MANAGER OR SHARP STAFF ADVISOR POSITION IN ACCORDANCE WITH THE CIVILIAN SCREENING POLICY (REF P). ALL EFFORTS SHOULD BE MADE TO LIMIT DISTRIBUTION OF THIS FAP/CRC INFORMATION.

3.C.10. (U) CRIMINAL INVESTIGATION COMMAND/US ARMY CRIME RECORDS CENTER (USACRC).

3.C.10.A. (U) UPON THE REQUEST OF HRC OR NGB, CONDUCT MILITARY CRIMINAL RECORDS CHECKS FOR MILITARY PERSONNEL ASSIGNED TO OR NOMINATED FOR POSITIONS OF SIGNIFICANT TRUST.

3.C.10.B. (U) IN ACCORDANCE WITH THE CIVILIAN SCREENING POLICY (REF P), LOCAL CID OFFICES WILL CONDUCT MILITARY CRIMINAL RECORDS CHECKS ON INDIVIDUALS SELECTED FOR A CIVILIAN SARC, SHARP VA, TRAINING INSTRUCTOR (SHARP), SHARP PROGRAM MANAGER, OR SHARP STAFF ADVISOR POSITION.

3.C.10.C. (U) RELEASE SUMMARIES OF FOUNDED ALLEGATIONS AGAINST CURRENT AND NOMINATED AC/USAR RECRUITERS, DRILL SERGEANTS AND AIT PLATOON SERGEANTS TO HRC. FOR CURRENT RECRUITERS, DRILL SERGEANTS AND AIT PLATOON SERGEANTS, HRC MAY RELEASE THESE SUMMARIES TO THE APPROPRIATE WAIVER/APPROVAL AUTHORITIES.

3.C.10.D. (U) RELEASE SUMMARIES OF FOUNDED ALLEGATIONS AGAINST ARNG PERSONNEL TO THE NGB J1. THE NGB J1 MAY THEN RELEASE THESE SUMMARIES THROUGH THE ARNG G1 TO THE STATE ADJUTANT GENERAL OR COMMANDING GENERAL FOR THE DISTRICT OF COLUMBIA.

3.D. (U) COORDINATING INSTRUCTIONS.

3.D.1. (U) THIS ORDER SUPERSEDES ALARACT 147/2013 HQDA EXORD 161-13 SEXUAL HARASSMENT/ASSAULT RESPONSE AND PREVENTION PROGRAM ARMY STAND-DOWN (REF R).

3.D.1.A. (U) WAIVER/REMOVAL AUTHORITIES MAY RECONSIDER DECISIONS TO REMOVE SOLDIERS FROM POSITIONS OF SIGNIFICANT TRUST DUE TO "TYPE I REPORTS" IN EXORD 161-13 THAT ARE NO LONGER "TYPE I OFFENSES" IN THIS ORDER.

3.D.1.B. (U) WAIVER/REMOVAL AUTHORITIES MUST RECONSIDER DECISIONS TO REMOVE DRILL SERGEANTS AND AIT PLATOON SERGEANTS FROM THEIR POSITIONS IF THE REQUIREMENTS FOR REMOVING THEM IN AR 614-200 (REF M) WERE NOT FOLLOWED.

3.D.1.C. (U) WAIVER/REMOVAL AUTHORITIES FOR NON-CAREER RECRUITERS MUST RECONSIDER DECISIONS TO REMOVE NON-CAREER RECRUITERS FROM THEIR POSITIONS IF THE REQUIREMENTS FOR INVOLUNTARILY RECLASSIFYING AND REASSIGNING THEM IN AR 601-1 (REF J) WERE NOT FOLLOWED.

3.D.1.D. (U) THE DCS, G-1 CONVENED A ONE-TIME POSITION OF TRUST RETENTION BOARD (PTRB) TO MAKE RECOMMENDATIONS REGARDING WHETHER CAREER RECRUITERS, WHO COMMANDS IDENTIFIED AS BEING UNSUITABLE FOR CONTINUED RECRUITING DUTY IAW ALARACT 147/2013 (REF R), ARE STILL ELIGIBLE TO SERVE IN POSITIONS OF SIGNIFICANT TRUST.

3.D.1.E. (U) SOLDIERS MAY REQUEST REAPPOINTMENT TO A POSITION OF SIGNIFICANT TRUST IF THEY WERE REMOVED DUE TO MANDATORY DISQUALIFICATION CRITERIA IN EXORD 161-13 IF THOSE CRITERIA ARE WAIVERABLE IN THIS ORDER. THE GUIDANCE IN THIS ORDER FOR WAIVER CONSIDERATION STILL APPLIES.

3.D.2. (U) ALL UNITS MUST REPORT THROUGH THEIR ACOM, ASCC OR DRU. SUBORDINATE UNITS SHOULD WORK THROUGH THEIR CHAIN OF COMMAND FOR CONSOLIDATION OF ALL ORDER REQUIREMENTS.

3.D.3. (U) THIS ORDER DOES NOT PROVIDE SCREENING CRITERIA FOR CIVILIAN SHARP PROGRAM POSITIONS. CIVILIAN SHARP SCREENING IS COVERED IN THE CIVILIAN SCREENING POLICY (REF P).

3.D.4. (U) APPOINTING AUTHORITIES.

3.D.4.A. (U) THE APPOINTING AUTHORITY FOR AC/USAR MILITARY FULL-TIME AND COLLATERAL DUTY SARCS IS THE FIRST GENERAL OFFICER OR MEMBER OF THE SENIOR EXECUTIVE SERVICE IN THE SARC'S CHAIN OF COMMAND (AS DIRECTED IN REF N). THIS AUTHORITY MAY NOT BE DELEGATED.

3.D.4.B. (U) THE APPOINTING AUTHORITY FOR AC/USAR MILITARY FULL-TIME AND COLLATERAL DUTY SHARP VAS IS THE BRIGADE COMMANDER OR HIS OR HER EQUIVALENT-LEVEL COMMANDER OR CIVILIAN SUPERVISOR (SERVING IN A GRADE NO LOWER THAN COLONEL OR GS-15) (AS DIRECTED IN REF N). THIS AUTHORITY MAY NOT BE DELEGATED.

3.D.4.C. (U) THE APPOINTING AUTHORITY FOR ARNG MILITARY FULL-TIME SARCS AND SHARP VAS IS THE STATE ADJUTANT GENERAL.

3.D.4.D. (U) THE APPOINTING AUTHORITY FOR ARNG MILITARY COLLATERAL DUTY SARCS AND SHARP VAS IS THE FIRST O-6 COMMANDER IN THE SOLDIER'S CHAIN OF COMMAND.

3.D.4.E. (U) THE APPOINTING AUTHORITY FOR AC/USAR RECRUITERS, DRILL SERGEANTS AND AIT PLATOON SERGEANTS (BEFORE ASSIGNMENT) IS THE CG, HRC. THE CG, HRC, MAY DELEGATE THIS AUTHORITY TO THE DIRECTOR LEVEL, WHO MAY FURTHER DELEGATE IT NO LOWER THAN THE NOMINATIVE BRANCH CHIEF LEVEL. ALL DELEGATIONS MUST BE IN WRITING.

3.D.4.F. (U) THE APPOINTING AUTHORITY FOR ARNG RECRUITERS AND ARNG RSP CADRE IS THE FIRST O-6 COMMANDER IN THE SOLDIER'S CHAIN OF COMMAND.

3.D.4.G. (U) HIRING OF CIVILIAN AND MILTECH SARCS, SHARP VAS, SHARP TRAINING INSTRUCTORS, SHARP PROGRAM MANAGERS, AND SHARP STAFF ADVISORS IS PER CIVILIAN HIRING PROCEDURES AND POLICY.

3.D.5. (U) WAIVER/REMOVAL AUTHORITIES.

3.D.5.A. (U) THE WAIVER/REMOVAL AUTHORITY FOR AC/USAR MILITARY FULL-TIME AND COLLATERAL DUTY SARCS AND SHARP VAS IS THE FIRST GENERAL OFFICER OR MEMBER OF THE SENIOR EXECUTIVE SERVICE IN THE SOLDIER'S CHAIN OF COMMAND.

3.D.5.B. (U) THE WAIVER/REMOVAL AUTHORITY FOR ARNG MILITARY FULL-TIME AND COLLATERAL DUTY SARCS AND SHARP VAS IS THE STATE ADJUTANT GENERAL.

3.D.5.C. (U) THE WAIVER AUTHORITY FOR SOLDIERS NOMINATED TO SERVE AS AC/USAR RECRUITERS, DRILL SERGEANTS, AND AIT PLATOON SERGEANTS (INCLUDING MEDCOM) IS THE CG, HRC. THE CG, HRC, MAY DELEGATE THE AUTHORITY TO WAIVE ADMINISTRATIVE (NON-DEROGATORY) CRITERIA TO THE DIRECTOR LEVEL, WHO MAY FURTHER DELEGATE IT NO LOWER THAN THE NOMINATIVE BRANCH CHIEF LEVEL. ALL DELEGATIONS MUST BE IN WRITING.

3.D.5.D. (U) THE WAIVER/REMOVAL AUTHORITY FOR CURRENTLY SERVING AC/USAR RECRUITERS, DRILL SERGEANTS, AND TRADOC AIT PLATOON SERGEANTS IS THE CG, TRADOC, WHO MAY FURTHER DELEGATE THE AUTHORITY, IN WRITING, TO THE DCG, TRADOC.

3.D.5.E. (U) THE WAIVER/REMOVAL AUTHORITY FOR CURRENTLY SERVING AC/USAR MEDCOM AIT PLATOON SERGEANTS IS THE CG, MEDCOM.

3.D.5.F. (U) THE WAIVER/REMOVAL AUTHORITY FOR CURRENTLY SERVING ARNG RECRUITERS AND ARNG RSP CADRE IS THE CHIEF, NGB, WHO MAY FURTHER DELEGATE THE AUTHORITY, IN WRITING TO THE DIRECTOR, ARMY NATIONAL GUARD.

3.D.5.G. (U) WAIVER/REMOVAL AUTHORITY MAY NOT BE DELEGATED, EXCEPT AS EXPLICITLY SPECIFIED IN THIS (SEC)TION.

3.D.5.H. (U) CONTINUED EMPLOYMENT OF CIVILIAN AND MILTECH SARCS AND SHARP VAS IS PER CIVILIAN EMPLOYMENT POLICY.

3.D.5.I. (U) REMOVAL AUTHORITY ONLY APPLIES TO REMOVAL DUE TO DEROGATORY INFORMATION PRECLUDING SUITABILITY TO SERVE IN A POSITION OF SIGNIFICANT TRUST. THE APPOINTING AUTHORITY MAY REPLACE A SARC OR SHARP VA DUE TO PCS OR THE COMMANDER'S OR INDIVIDUAL'S REQUEST.

3.D.6. (U) MILITARY SCREENING CRITERIA.

3.D.6.A. (U) DISQUALIFYING OFFENSES ARE LISTED IN ANNEX B.

3.D.6.B. (U) CREDIBLE EVIDENCE, AS USED IN THIS ORDER, IS DEFINED AS A FOUNDED LAW ENFORCEMENT INVESTIGATION (AS DEFINED IN AR 190-45, OR REF D); A SUBSTANTIATED ALLEGATION CONTAINED IN AN INSPECTOR GENERAL OR OTHER ADMINISTRATIVE INVESTIGATION; OR OTHER UNFAVORABLE INFORMATION (AS DEFINED IN AR 600-37, OR REF H) DOCUMENTED IN A SOLDIER'S ARMY MILITARY HUMAN RESOURCES RECORD (AMHRR) OR, FOR RECRUITERS ONLY, IN THE RECRUITER IMPROPRIETY DATABASE OR SERIOUS INCIDENT REPORTING DATABASE MAINTAINED BY THE US ARMY RECRUITING COMMAND.

3.D.6.C. (U) CREDIBLE EVIDENCE OF A TYPE I OFFENSE WILL RESULT IN MANDATORY, NON-WAIVABLE DISQUALIFICATION FOR APPOINTMENT TO OR RETENTION IN A POSITION OF SIGNIFICANT TRUST. CREDIBLE EVIDENCE OF A TYPE II OFFENSE WILL ALSO RESULT IN DISQUALIFICATION FOR APPOINTMENT TO OR RETENTION IN A POSITION OF SIGNIFICANT TRUST, BUT THE DISQUALIFICATION MAY BE WAIVED (SEE PARA 3.D.10., BELOW).

3.D.7. (U) APPOINTMENT DISQUALIFICATION PROCESS.

3.D.7.A. (U) THE APPOINTING AUTHORITY WILL NOTIFY SOLDIERS WHO ARE DISQUALIFIED FROM SERVING IN A POSITION OF SIGNIFICANT TRUST BECAUSE OF CREDIBLE EVIDENCE OF A TYPE I OFFENSE, IN WRITING, OF THE BASIS OF THE DISQUALIFICATION; THEIR RIGHT TO CONSULT MILITARY COUNSEL OR CIVILIAN COUNSEL AT THEIR OWN EXPENSE; AND THE

PROCESS FOR SUBMITTING A REBUTTAL (SEE PARA 3.D.9.). THE APPOINTING AUTHORITY WILL ALSO PROVIDE THE SOLDIER WITH A COPY OF THE DISQUALIFYING INFORMATION, OR THE NAME AND ADDRESS OF THE AGENCY THAT REPORTED THE DISQUALIFYING INFORMATION.

3.D.7.B. (U) THE APPOINTING AUTHORITY WILL NOTIFY SOLDIERS WHO ARE DISQUALIFIED FROM SERVING IN A POSITION OF SIGNIFICANT TRUST BECAUSE OF CREDIBLE EVIDENCE OF A TYPE II OFFENSE, IN WRITING, OF THE BASIS OF THE DISQUALIFICATION; THEIR RIGHT TO CONSULT MILITARY COUNSEL OR CIVILIAN COUNSEL AT THEIR OWN EXPENSE; AND THE PROCESS FOR SUBMITTING A REBUTTAL OR WAIVER (SEE PARA 3.D.9. AND 3.D.10.). THE APPOINTING AUTHORITY WILL ALSO PROVIDE THE SOLDIER WITH A COPY OF THE DISQUALIFYING INFORMATION, OR THE NAME AND ADDRESS OF THE AGENCY THAT REPORTED THE DISQUALIFYING INFORMATION.

3.D.8. (U) SUSPENSION PROCESS.

3.D.8.A. (U) THE REMOVAL AUTHORITY WILL IMMEDIATELY SUSPEND AND TEMPORARILY REASSIGN ANY SOLDIER SERVING IN A POSITION OF SIGNIFICANT TRUST IF THEY LEARN THAT THE SOLDIER IS UNDER INVESTIGATION FOR A TYPE I OR TYPE II OFFENSE OR THERE IS CREDIBLE EVIDENCE THAT THE SOLDIER HAS COMMITTED A TYPE I OR TYPE II OFFENSE.

3.D.8.B. (U) THE REMOVAL AUTHORITY WILL FOLLOW THE NOTIFICATION REQUIREMENTS IN AR 601-1 (REF J), WHEN SUSPENDING RECRUITERS.

3.D.8.C. (U) THE REMOVAL AUTHORITY WILL NOTIFY OTHER SOLDIERS SUSPENDED FROM A POSITION OF SIGNIFICANT TRUST, IN WRITING, OF THE BASIS OF THE SUSPENSION.

3.D.8.D. (U) COMMANDERS WILL FLAG SOLDIERS UNDER INVESTIGATION IAW AR 600-8-2 (REF F).

3.D.9. (U) REBUTTAL MATTERS.

3.D.9.A. (U) SOLDIERS WHO BELIEVE THE DISQUALIFYING INFORMATION IS ERRONEOUS MUST NOTIFY THE APPOINTING/REMOVAL AUTHORITY, IN WRITING, OF THEIR INTENT TO SUBMIT REBUTTAL MATTERS WITHIN SEVEN (7) CALENDAR DAYS FROM THE DATE THEY RECEIVED THE DISQUALIFICATION NOTIFICATION TO REFUTE THE ACCURACY OF THE DISQUALIFYING INFORMATION. THEY MUST SUBMIT THEIR REBUTTAL MATTERS WITHIN THIRTY (30) CALENDAR DAYS OF DATE THEY RECEIVED THE DISQUALIFICATION NOTIFICATION. UNLESS A SOLDIER REQUESTS AND RECEIVES AN EXTENSION, FAILURE TO COMPLY WITH THESE SUSPENSES SHALL CONSTITUTE A WAIVER OF THE RIGHT TO SUBMIT REBUTTAL MATTERS.

3.D.9.B. (U) SOLDIERS CURRENTLY SERVING IN POSITIONS OF SIGNIFICANT TRUST, WHO ELECT TO SUBMIT REBUTTAL MATTERS, WILL BE SUSPENDED FROM THEIR POSITIONS UNTIL THE REBUTTAL MATTERS HAVE BEEN SUBMITTED AND CONSIDERED BY THE REMOVAL AUTHORITY.

3.D.9.C. (U) COMMANDS ARE NOT UNDER AN OBLIGATION TO RETURN SOLDIERS TO SERVICE AS A SARC OR SHARPVA IF THE DISQUALIFYING INFORMATION IS FOUND TO BE IN ERROR. SERVICE AS A SARC OR SAPR VA IS AT THE COMMANDER'S DISCRETION.

3.D.10. (U) WAIVER PROCESS.

3.D.10.A. (U) CURRENTLY SERVING RECRUITERS.

3.D.10.A.1. (U) CURRENTLY SERVING RECRUITERS WHO ARE DISQUALIFIED FOR RETENTION IN THEIR POSITION BECAUSE OF CREDIBLE EVIDENCE OF A TYPE I OFFENSE, MAY REQUEST A WAIVER TO CONTINUE TO SERVE AS A CAREER RECRUITER IF THERE IS NO RECORD THAT ACTION WAS TAKEN AS A RESULT OF THE CREDIBLE EVIDENCE.

3.D.10.A.2. (U). CURRENTLY SERVING RECRUITERS, WHO ARE AUTHORIZED TO REQUEST A WAIVER, MUST NOTIFY THE WAIVER AUTHORITY, IN WRITING, OF THEIR INTENT TO REQUEST A WAIVER WITHIN SEVEN (7) CALENDAR DAYS FROM THE DATE THEY RECEIVED THE DISQUALIFICATION NOTIFICATION, AND THEY MUST SUBMIT THEIR WAIVER REQUEST AND ANY MATTERS IN EXTENUATION OR MITIGATION TO THE WAIVER AUTHORITY WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE THEY RECEIVED THE DISQUALIFICATION NOTIFICATION.

UNLESS A SOLDIER REQUESTS AND RECEIVES AN EXTENSION, FAILURE TO COMPLY WITH THESE SUSPENSES SHALL CONSTITUTE A WAIVER OF THE RIGHT TO SUBMIT A WAIVER REQUEST AND ANY MATTERS IN EXTENUATION OR MITIGATION.

3.D.10.B. (U) SOLDIERS WHO ARE NOT CURRENTLY SERVING AS RECRUITERS, AND ARE DISQUALIFIED FROM SERVING IN A POSITION OF TRUST BECAUSE OF CREDIBLE EVIDENCE OF A TYPE I OFFENSE, MAY NOT REQUEST A WAIVER, BUT THEY MAY SUBMIT REBUTTAL MATTERS (SEE PARA 3.D.9.), IF THEY BELIEVE THE DISQUALIFYING INFORMATION IS ERRONEOUS.

3.D.10.C. (U) SOLDIERS WHO ARE DISQUALIFIED FROM SERVING IN A POSITION OF TRUST BECAUSE OF CREDIBLE EVIDENCE OF A TYPE II OFFENSE MAY REQUEST A WAIVER BY NOTIFYING THE WAIVER AUTHORITY, IN WRITING, OF THEIR INTENT TO REQUEST A WAIVER WITHIN SEVEN (7) CALENDAR DAYS OF THE DATE THEY RECEIVED THE DISQUALIFICATION NOTIFICATION, AND SUBMITTING THEIR WAIVER REQUEST AND ANY MATTERS IN EXTENUATION OR MITIGATION TO THE WAIVER AUTHORITY WITH THIRTY (30) CALENDAR DAYS OF THE DATE THEY RECEIVED THE DISQUALIFICATION NOTIFICATION. UNLESS A SOLDIER REQUESTS AND RECEIVES AN EXTENSION, FAILURE TO COMPLY WITH THESE SUSPENSES SHALL CONSTITUTE A WAIVER OF THE RIGHT TO SUBMIT A WAIVER REQUEST AND ANY MATTERS IN EXTENUATION OR MITIGATION.

3.D.10.D. (U) WAIVER AUTHORITIES.

3.D.10.D.1. (U) WAIVER AUTHORITIES MUST MAKE A FINAL DECISION REGARDING A WAIVER REQUEST WITHIN THIRTY (30) CALENDAR DAYS OF THE DATE THEY RECEIVE THE REQUEST.

3.D.10.D.2. (U) WAIVER AUTHORITIES WILL GRANT WAIVERS ONLY IN EXCEPTIONAL CIRCUMSTANCES, WHEN THE WAIVER AUTHORITY DETERMINES THAT, DESPITE THE DISQUALIFYING INFORMATION, THE INDIVIDUAL REQUESTING THE WAIVER IS STILL THE BEST QUALIFIED INDIVIDUAL TO SERVE IN A POSITION OF SIGNIFICANT TRUST, AND THE DISQUALIFYING INFORMATION DOES NOT CALL INTO QUESTION THE CHARACTER, CONDUCT, OR PERSONAL INTEGRITY OF THE INDIVIDUAL REQUESTING THE WAIVER.

3.D.10.D.3. (U) IF THE WAIVER IS DENIED, THE WAIVER AUTHORITY WILL NOTIFY THE APPROPRIATE APPOINTING/REMOVAL AUTHORITY.

3.D.10.D.4. (U) IF A WAIVER IS GRANTED FOR A SARC OR SHARP VA, THE WAIVER AUTHORITY WILL SIGN A MEMORANDUM FOR RECORD (MFR) ARTICULATING THE RATIONALE FOR THE WAIVER AND STATING WHY THE INDIVIDUAL IS STILL THE BEST SUITED INDIVIDUAL TO SERVE IN THAT POSITION. THE UNIT WILL SUBMIT A COPY OF THE WAIVER REQUEST AND MFR TO HRC AT USARMY.KNOX.HRC.MBX.EPMD-EBSS@MAIL.MIL, AND HRC WILL NOTIFY DA G1 SHARP OFFICE. THE SIGNED WAIVER MEMORANDUM WILL BE RETAINED BY THE UNIT FOR THE DURATION OF THE INDIVIDUAL'S ASSIGNMENT TO A POSITION OF SIGNIFICANT TRUST.

3.D.10.D.5. (U) IF A WAIVER IS GRANTED FOR A CURRENTLY SERVING RECRUITER, DRILL SERGEANT, OR AIT PLATOON SERGEANT, THE WAIVER AUTHORITY WILL SIGN A MFR ARTICULATING THE RATIONALE FOR THE WAIVER AND STATING WHY THE INDIVIDUAL IS STILL THE BEST SUITED INDIVIDUAL TO SERVE IN THAT POSITION. THE UNIT WILL SUBMIT A COPY OF THE WAIVER REQUEST AND MFR TO HRC AT USARMY.KNOX.HRC.MBX.EPMD-RECRUITER-TEAM@MAIL.MIL FOR RECRUITERS AND [USARMY.KNOX.HRC.MBX.EPMD-DRILL-SGT-\(SEC\)TION@MAIL.MIL](mailto:USARMY.KNOX.HRC.MBX.EPMD-DRILL-SGT-(SEC)TION@MAIL.MIL) FOR DRILL SERGEANTS AND AIT PLATOON SERGEANTS. THE SIGNED WAIVER MEMORANDUM WILL BE RETAINED BY THE UNIT FOR THE DURATION OF THE INDIVIDUAL'S ASSIGNMENT TO A POSITION OF SIGNIFICANT TRUST.

3.D.11. (U) REMOVAL PROCESS.

3.D.11.A. (U) NOTIFICATION REQUIREMENTS.

3.D.11.A.1. (U) THE REMOVAL AUTHORITY WILL NOTIFY SOLDIERS WHO ARE DISQUALIFIED FROM SERVING IN A POSITION OF TRUST BECAUSE OF CREDIBLE EVIDENCE OF A TYPE I OFFENSE, IN WRITING, OF THE BASIS OF THE DISQUALIFICATION; THEIR RIGHT TO CONSULT MILITARY COUNSEL OR CIVILIAN COUNSEL AT THEIR OWN EXPENSE; AND THE PROCESS FOR SUBMITTING A REBUTTAL (SEE PARA 3.D.9.). THE REMOVAL AUTHORITY WILL ALSO PROVIDE

THE SOLDIER WITH A COPY OF THE DISQUALIFYING INFORMATION, OR THE NAME AND ADDRESS OF THE AGENCY THAT REPORTED THE DISQUALIFYING INFORMATION.

3.D.11.A.2. (U) THE REMOVAL AUTHORITY WILL NOTIFY SOLDIERS WHO ARE DISQUALIFIED FROM SERVING IN A POSITION OF TRUST BECAUSE OF CREDIBLE EVIDENCE OF A TYPE II OFFENSE, IN WRITING, OF THE BASIS OF THE DISQUALIFICATION; THEIR RIGHT TO CONSULT MILITARY COUNSEL OR CIVILIAN COUNSEL AT THEIR OWN EXPENSE; AND THE PROCESS FOR SUBMITTING A REBUTTAL OR WAIVER (SEE PARA 3.D.9. AND 3.D.10.). THE REMOVAL AUTHORITY WILL ALSO PROVIDE THE SOLDIER WITH A COPY OF THE DISQUALIFYING INFORMATION, OR THE NAME AND ADDRESS OF THE AGENCY THAT REPORTED THE DISQUALIFYING INFORMATION.

3.D.11.B. (U) REMOVAL REQUIREMENTS.

3.D.11.B.1. (U) BEFORE INVOLUNTARILY REMOVING DRILL SERGEANTS OR AIT PLATOON SERGEANTS FROM THEIR POSITIONS, COMMANDERS MUST COMPLY WITH THE REQUIREMENTS OF AR 614-200 (REF M).

3.D.11.B.2. (U) BEFORE INVOLUNTARILY REMOVING RECRUITERS FROM THEIR POSITIONS, COMMANDERS MUST COMPLY WITH THE REQUIREMENTS OF AR 601-1 (REF J).

3.D.11.C. (U) DOCUMENTATION REQUIREMENTS.

3.D.11.C.1. (U) REMOVAL AUTHORITIES WILL DOCUMENT THEIR RATIONALE FOR REMOVING AN INDIVIDUAL FROM A POSITION OF SIGNIFICANT TRUST IN A MFR.

3.D.11.C.2. (U) REMOVAL AUTHORITIES WILL FORWARD A COPY OF THE MFR FOR RECRUITERS, DRILL SERGEANTS, AND AIT PLATOON SERGEANTS TO HRC AT USARMY.KNOX.HRC.MBX.EPMD-RECRUITER-TEAM@MAIL.MIL FOR RECRUITERS, AND [USARMY.KNOX.HRC.MBX.EPMD-DRILL-SGT-\(SEC\)TION@MAIL.MIL](mailto:USARMY.KNOX.HRC.MBX.EPMD-DRILL-SGT-(SEC)TION@MAIL.MIL) FOR DRILL SERGEANTS AND PLATOON SERGEANTS.

3.D.11.C.3. (U) REMOVAL AUTHORITIES WILL FORWARD A COPY OF THE MFR FOR SARCS AND SHARP VAS THROUGH THE ACOM, ASCC OR DRU TO THE SHARP PROGRAM OFFICE, WHICH WILL REVOKE THE INDIVIDUAL'S CREDENTIALS AND COORDINATE WITH HRC FOR THE REMOVAL OF THE INDIVIDUAL'S ASI 1B AND STABILIZATION CODING, AND THE ADDITION OF CODING TO (RES)TRICT THE INDIVIDUAL FROM BEING APPOINTED TO POSITIONS OF SIGNIFICANT TRUST IN THE FUTURE.

3.D.11.D. (U) THE REMOVAL PROCESS DEFINED IN THIS ORDER ONLY APPLIES TO THE INVOLUNTARY REMOVAL OF AN INDIVIDUAL FROM A POSITION OF SIGNIFICANT TRUST DUE TO CREDIBLE EVIDENCE OF A TYPE I OR TYPE II OFFENSE. IF AN INDIVIDUAL IS BEING REPLACED DUE TO PCS OR THE COMMANDER'S OR INDIVIDUAL'S REQUEST, THEN THE REMOVAL PROCESS DEFINED IN THIS ORDER WILL NOT APPLY.

3.D.12. (U) UNITS WILL VERIFY WITH LOCAL (SEC)URITY MANAGERS THAT ALL CURRENT AND NOMINATED MILITARY SARCS OR SHARP VAS HAVE A FAVORABLE NATIONAL AGENCY CHECK WITH LAW AND CREDIT (NACLC) INVESTIGATION. UNITS WILL ALSO COMPLETE ALL LOCAL SCREENING REQUIREMENTS BEFORE SUBMITTING NAMES FOR CENTRALIZED SCREENING. A NACLC CHECK IS REQUIRED FOR CREDENTIALING AND CANNOT BE WAIVED.

3.D.13. (U) LOCAL CIVILIAN POLICE CHECKS.

3.D.13.A. (U) UNITS SHOULD REQUEST LOCAL CIVILIAN POLICE CHECKS FROM THE INSTALLATION PM/DES THAT IS NEAREST TO THE SOLDIER'S CURRENT DUTY LOCATION.

3.D.13.B. (U) THE PM/DES WILL NOT CONDUCT CHECKS OF COPS RECORDS FOR PERSONNEL SERVING IN OR NOMINATED FOR POSITIONS OF SIGNIFICANT TRUST. THE COPS CHECK WILL BE INCLUDED IN THE CENTRALIZED CID/CRC CHECK (SEE 3.D.15. FOR INFORMATION ON CENTRALIZED SCREENING).

3.D.13.C. (U) IF THERE IS A COST ASSOCIATED WITH THE LOCAL CHECKS THAT CANNOT BE COVERED LOCALLY, UNITS SHOULD REPORT THE FUNDING ISSUE THROUGH THE ACOM, ASCC OR DRU.

3.D.13.D. (U) FOR OVERSEAS LOCATIONS AND THOSE LOCATIONS IN WHICH THE PM/DES IS UNABLE TO CONDUCT STATE AND LOCAL CHECKS DUE TO RESOURCE OR LEGAL LIMITATIONS, THE UNIT WILL ANNOTATE THE LIMITATION IN THE REPORT TO THE ACOM, ASCC OR DRU.

3.D.14. (U) NATIONAL SEX OFFENDER PUBLIC WEBSITE

3.D.14.A. (U) UNITS WILL ACCESS THE DEPARTMENT OF JUSTICE NATIONAL SEX OFFENDER PUBLIC WEBSITE (NSOPW) AT [HTTP://WWW.NSOPW.GOV](http://www.nsopw.gov). THE ARMY IS PURSUING CENTRALIZED SEX OFFENDER REGISTRY SCREENING CAPABILITY, BUT COMMANDS MUST SCREEN INDIVIDUALS BY NAME AND PICTURE UNTIL THIS CAPABILITY IS ESTABLISHED. THEREFORE, THE SCREENING MUST BE COMPLETED BY SOMEONE WHO CAN VISUALLY RECOGNIZE THE PERSON BEING SCREENED (VIA PHOTO RECOGNITION).

3.D.14.B. (U) NSOPW IS A PUBLIC RESOURCE THAT SEARCHES THE PUBLIC SEX OFFENDER REGISTRIES FROM ALL 50 STATES, THE DISTRICT OF COLUMBIA, THE FIVE PRINCIPAL U.S. TERRITORIES, AND FEDERALLY RECOGNIZED INDIAN TRIBES. IT IS NOT THE SAME DATABASE AS THE FBI'S NATIONAL SEX OFFENDER REGISTRY. THE INFORMATION APPEARING ON THE WEBSITE IS FOR INFORMATIONAL PURPOSES ONLY AND IS ONLY TO BE USED TO PROMPT FURTHER INVESTIGATION IN THE EVENT OF A NAME/PICTURE MATCH.

3.D.14.C. (U) IF A NAME SEARCH INDICATES A POTENTIAL MATCH WITH A PERSON SERVING IN OR NOMINATED FOR A POSITION OF SIGNIFICANT TRUST, THE COMMAND MUST COMMUNICATE WITH THE RESPONSIBLE JURISDICTION AND/OR THE LOCAL LAW ENFORCEMENT AGENCY WHERE THE OFFENDER RESIDES, WORKS, OR ATTENDS SCHOOL, AS APPROPRIATE, TO CONFIRM THE IDENTITY AND INFORMATION. NO ADVERSE ACTION OR SUITABILITY DETERMINATION WILL BE MADE SOLELY BASED ON INFORMATION LISTED ON THE NSOPW.

3.D.14.D. (U) COMMON NAMES MAY PROVIDE A LARGE NUMBER OF RESULTS. A GOOD FAITH EFFORT WILL BE MADE TO REVIEW THE LIST PROVIDED BY THE NSOPW, BUT REVIEWERS ARE NOT EXPECTED TO SPEND SIGNIFICANT TIME IF THE RESULTS ARE TOO NUMEROUS. IF COMMANDS ARE UNABLE TO CONDUCT AN EXHAUSTIVE REVIEW OF THE NSOPW, THEY WILL NOTE THE REASON/S IN THE REMARKS ON THE SCREENING WORKSHEET (ANNEX A) FOR SARCS OR SAPR VAS OR ON A COMPARABLE LOCAL WORKSHEET FOR OTHER POSITIONS OF SIGNIFICANT TRUST.

3.D.15. (U) CENTRALIZED MILITARY SCREENING

3.D.15.A. (U) FOR AC/USAR, HRC WILL CONDUCT OR REQUEST THE FOLLOWING SCREENS: (RES)TRICTED-FICHE IN AMHRR, IG FILES, CID/CRC, FAP/CRC AND, EXCEPT FOR SARCS AND SHARP VAS, DOD CAF.

3.D.15.B. (U) FOR THE ARMY NATIONAL GUARD, STATES WILL SUBMIT THEIR REQUESTS THROUGH NGB, WHICH WILL COORDINATE WITH CID, DAIG AND IMCOM FOR CENTRALIZED SCREENS.

3.D.15.C. (U) HRC WILL MANAGE THE SELECTION AND SCREENING PROCESS FOR RECRUITERS (AC/USAR), DRILL SERGEANTS, AND AIT PLATOON SERGEANTS.

3.D.15.D. (U) AC/USAR UNITS WILL SUBMIT THEIR REQUESTS FOR CENTRALIZED SCREENING OF SARCS/SHARP VAS TO THEIR ACOM, ASCC OR DRU.

3.D.15.D.1. (U) ACOMS, ASCCS AND DRUS WILL CONSOLIDATE REQUESTS FOR CENTRALIZED SCREENING OF SARCS/SHARP VAS FROM SUBORDINATE COMMANDS/UNITS AND SUBMIT THEM TO HRC ON AN EXCEL SPREADSHEET THAT INCLUDES THE FOLLOWING DATA ELEMENTS: FULL NAME, FULL SSN, RANK, DATE OF BIRTH, MOS OR AOC AND DUTY STATUS (AC, AGR OR RESERVE).

3.D.15.D.2. (U) ACOMS, ASCCS AND DRUS WILL SEND THE SPREADSHEET BY ENCRYPTED EMAIL TO USARMY.KNOX.HRC.MBX.EPMD-EBSS@MAIL.MIL.

3.D.15.D.3. (U) HRC WILL RETURN SCREENING RESULTS TO THE ORIGINATING MAILBOX WITHIN 90 DAYS OF RECEIPT. REQUESTORS WILL RECEIVE AN OUTGOING TRANSMITTAL THAT IDENTIFIES SOLDIERS AS CLEARED, TYPE I, OR TYPE II. DISQUALIFIED SOLDIERS WILL BE NOTIFIED THROUGH AKO THAT UNFAVORABLE INFORMATION WAS FOUND, WHAT AGENCY

REPORTED THE INFORMATION, AND HOW TO REQUEST THE INFORMATION (FREEDOM OF INFORMATION ACT REQUEST).

3.D.15.E. (U) IAW AR 608-18 (REF K), FAP/CRC FINDINGS MAY NOT BE USED AS THE SOLE BASIS FOR DISQUALIFYING AN INDIVIDUAL FROM APPOINTMENT TO OR RETENTION IN A POSITION OF SIGNIFICANT TRUST. IF COMMANDS INTEND TO DISQUALIFY AN INDIVIDUAL FROM APPOINTMENT TO OR RETENTION IN A POSITION OF SIGNIFICANT TRUST BASED SOLELY ON INFORMATION FROM THE ARMY CENTRAL REGISTRY, THEY WILL CONDUCT FURTHER RESEARCH AND CONSULT WITH THEIR SUPPORTING LEGAL OFFICE.

3.D.15.F. (U) UNITS MUST ALLOW SUFFICIENT LEAD TIME TO COMPLETE CENTRALIZED SCREENING PRIOR TO APPOINTMENT AND/OR TRAINING. AC/USAR UNITS IN SHORT-TOUR LOCATIONS MAY ESTABLISH EXPEDITED SCREENING BY COORDINATING WITH HRC AT USARMY.KNOX.HRC.MBX.EPMD-EBSS@MAIL.MIL.

3.D.15.G. (U) HRC AND THE SHARP PROGRAM OFFICE WILL COMMUNICATE ONLY WITH ACOMS, ASCCS AND DRUS REGARDING SCREENING RESULTS.

3.D.16. (U) RECRUITERS. FOR THE PURPOSES OF THIS ORDER, RECRUITERS INCLUDE ALL SOLDIERS PERFORMING A DIRECT RECRUITING FUNCTION THAT SUPPORTS THE ACCOMPLISHMENT OF THE RECRUITING MISSION. THIS MAY INCLUDE SOLDIERS HOLDING THE PRIMARY MOS OF 79R, DEPARTMENT OF THE ARMY SELECT RECRUITERS, RECRUITING OFFICERS, RECRUITING WARRANT OFFICERS, RECRUITING COMPANY/BATTALION/ BRIGADE COMMANDERS, AND MOS IMMATERIAL RECRUITING BATTALION AND BRIGADE COMMAND SERGEANTS MAJOR. NON-RECRUITING BATTALION AND BRIGADE STAFF, RECRUITING COMMAND HEADQUARTERS STAFF, AND RECRUITERS SERVING ON HQDA STAFF, WHO DO NOT PERFORM A DIRECT RECRUITING FUNCTION, ARE EXEMPT FROM THE SCREENING REQUIREMENTS, UNLESS NOMINATED TO SERVE IN ANOTHER POSITION OF SIGNIFICANT TRUST.

3.D.17. (U) APPOINTMENT OF MILITARY PERSONNEL.

3.D.17.A. (U) PRIOR TO THE APPOINTMENT OF ANY PERSON TO A POSITION OF SIGNIFICANT TRUST, THE NOMINEE MUST UNDERGO BOTH CENTRALIZED BACKGROUND SCREENING AND LOCAL SCREENING, AS OUTLINED IN ANNEX A, INCLUDING A BEHAVIORAL HEALTH INTERVIEW FOR ACTIVE AND AGR FULL-TIME POSITIONS.

3.D.17.B. (U) FOR SARCS AND SHARP VAS, THE TIMELINE FOR SCREENING, TRAINING, BEHAVIORAL HEALTH INTERVIEWS, AND CREDENTIALING CAN BE SIGNIFICANT. COMMANDS MUST ALLOW UP TO 6 (SIX) MONTHS FOLLOWING NOMINATION BEFORE NEW PERSONNEL MAY BE QUALIFIED TO SERVE AS A SARC OR SHARP VA.

3.D.17.C. (U) UNITS WILL FOLLOW THE SCREENING PROCEDURES OUTLINED IN THIS ORDER FOR NOMINATED SARCS AND SHARP VAS. WHEN UNITS COMPLETE SCREENING ON NOMINATED PERSONNEL, THEY WILL PROVIDE THOSE COMPLETED FINDINGS TO THEIR ACOM, ASCC OR DRU FOR SUBMISSION TO THE ARMY G-1. SUBMISSIONS MUST INCLUDE THOSE SCREENED AND NOT SELECTED DUE TO DEROGATORY INFORMATION TO PREVENT SCREENING OF THE SAME INDIVIDUAL FOR A DIFFERENT UNIT OR AT A FUTURE DATE.

3.D.17.D. (U) COMMANDERS RETAIN DISCRETION TO SELECT, NOMINATE, AND APPOINT MILITARY SARC AND SHARP VA PERSONNEL FROM WITHIN THEIR FORMATIONS AND THE INSTALLATION. SENIOR COMMANDERS RETAIN CURRENT CROSS-LEVELING MANAGEMENT AUTHORITY.

3.D.17.E. (U) IF A REPLACEMENT CANNOT BE IDENTIFIED FROM EXISTING PERSONNEL, ACOM, ASCC OR DRU G1S WILL COORDINATE REQUIREMENTS WITH HRC OPMD OR EPMD. COMMANDS MUST PROJECT UP TO 9 (NINE) MONTHS BEFORE FULLY QUALIFIED, TRAINED PERSONNEL MAY ARRIVE TO SERVE AS A SARC OR SHARP VA.

3.D.17.F. (U) IF A GAP IN SARC OR SHARP VA SERVICES IS CREATED BY THE SUSPENSION OF A SARC OR SHARP VA, THE COMMAND SHOULD WORK TO DEVELOP A MITIGATION STRATEGY

IN CONJUNCTION WITH OTHER COMMANDS OR THE DCS G-1 TO ENSURE VICTIM RESPONSE AND CARE IS NOT DEGRADED.

3.D.17.G. (U) MOS/AOC/WOPMOS MIS-MATCH IS AUTHORIZED FOR ASI 1B POSITIONS WITH THE EMPHASIS ON ASI 1B QUALIFICATION OR THE ABILITY TO MEET REQUIREMENTS FOR AWARD OF ASI 1B.

3.D.17.H. (U) THE DCS G-1 IS THE WAIVER AUTHORITY FOR RANK REQUIREMENTS FOR SARC AND SHARP VAS.

3.D.18. (U) REASSIGNMENT/RECLASSIFICATION. FOR THOSE AC AND USAR CASES WHERE SUSPENSION OR REMOVAL REQUIRES REASSIGNMENT (RECRUITERS, DRILL SERGEANTS, AIT PLATOON SERGEANTS), THE UNIT WILL COORDINATE WITH HRC FOR REASSIGNMENT, RECLASSIFICATION OR OTHER PERSONNEL ACTION IAW AR 601-1 (REF J) OR AR 614-200 (REF M) AFTER COMPLYING WITH THE REQUIREMENTS OF THE APPLICABLE REGULATION.

3.D.19. (U) STABILIZATION/EXTENSIONS.

3.D.19.A. (U) FOR CONUS AND OCONUS LONG-TOUR AREAS, THE STANDARD TOUR LENGTH FOR FULL-TIME SARCS AND SHARP VAS IS 24 MONTHS IN POSITION. FOR SHORT TOUR AREAS, THE STANDARD TOUR LENGTH IS 12 MONTHS IN THE POSITION. PERIODS SERVED AS COLLATERAL DUTY DO NOT COUNT TOWARD STABILIZATION IN A FULL-TIME POSITION. OCONUS SELECTEES WHOSE DEROS DOES NOT MEET THE STANDARD TOUR LENGTH REQUIREMENTS MUST VOLUNTARILY EXTEND IAW EXISTING POLICIES AND PROCEDURES TO MEET THE 24 MONTH/12 MONTH STANDARD TOUR LENGTH.

3.D.19.B. (U) EXTENSION BEYOND TWO YEARS IN A SARC/SHARP VA POSITION IS DEPENDENT UPON RENEWAL OF CREDENTIALING; SOLDIERS CANNOT SERVE IN A SARC/SHARP VA POSITION IF THEIR CREDENTIALS ARE EXPIRED, EVEN IF RENEWAL IS PENDING.

3.D.19.C. (U) PERSONNEL STABILIZATIONS AND EXTENSIONS MAY NEED TO BE COORDINATED WITH HRC ASSIGNMENT MANAGERS IAW EXISTING POLICIES AND PROCEDURES.

3.D.20. (U) THE REQUIREMENT FOR BEHAVIORAL HEALTH INTERVIEWS OUTLINED IN THIS ORDER DOES NOT APPLY TO COLLATERAL DUTY SARCS AND SHARP VAS OR CIVILIANS.

3.D.21. (U) ANY COMMANDER OR SUPERVISOR CONTEMPLATING ADVERSE ACTION AS THE RESULT OF COMPLIANCE WITH THIS ORDER WILL CONSULT WITH HIS/HER SERVICING LEGAL ADVISOR BEFORE TAKING ACTION.

3.D.22. (U) ALL SCREENING REQUIREMENTS FOR MILITARY PERSONNEL OUTLINED IN THIS ORDER MUST BE MET PRIOR TO APPOINTMENT TO A POSITION OF SIGNIFICANT TRUST AND UPON REASSIGNMENT TO ANOTHER POSITION OF SIGNIFICANT TRUST.

3.D.23. (U) ANNEXES.

3.D.23.A. (U) ANNEX A: SARC AND SHARP VA SCREENING WORKSHEET

3.D.23.B. (U) ANNEX B: ADJUDICATION CRITERIA

3.D.23.C. (U) ANNEX C: SCREENING MATRIX

3.D.23.D. (U) ANNEX D: AUTHORITY MATRIX

3.D.23.E. (U) ANNEX E: MEDICAL TREATMENT FACILITIES

4. (U) SUSTAINMENT. NOT USED.

5. (U) COMMAND AND SIGNAL. THE POINTS OF CONTACT FOR THIS ORDER ARE MR. ALBERT EGGERTON, ALBERT.S.EGGERTON.CIV@MAIL.MIL, AND MAJ KIMBERLY MCVEY, KIMBERLY.D.MCVEY.MIL@MAIL.MIL.

6. (U) EXPIRATION DATE OF THIS MESSAGE CANNOT BE DETERMINED.

ANNEX A: MILITARY SARC/SHARP VA SCREENING WORKSHEET

THIS WORKSHEET IS FOR UNIT LEVEL USE

LAST NAME, FIRST NAME	
RANK:	UNIT:

PART 1: CONDUCT LOCAL SCREENING AT UNIT/ INSTALLATION LEVEL

	UNIT/INSTALLATION CHECKS	GO	NO-GO	REQUEST WAIVER?
1	MINIMUM RANK: SARC: SFC, CW3, MAJ, OR GS-11 SHARP VA: SSG, CW2, 1LT, OR GS-9			
2	DEPLOYABLE			
3	NATIONAL SEX OFFENDER PUBLIC WEBSITE (SEE NOTE 1)			N/A
4	NATIONAL AGENCY CHECK (NACLC)			N/A
5	CIVILIAN LOCAL POLICE RECORDS CHECK (SEE NOTE 2)			
6	ARMY SUBSTANCE ABUSE PROGRAM (except ARNG)			
NOTES:				

NOTE 1: [HTTP://WWW.NSOPW.GOV](http://www.nsopw.gov)

PART 2: REQUEST CENTRALIZED BACKGROUND SCREENING; INDICATE RESULTS BELOW.

	CENTRALIZED BACKGROUND SCREENING	GO	NO-GO	REQUEST WAIVER?
1	AMHRR / R-FICHE REVIEW			
2	IG FILES			
3	CID/CRC DATABASES			
4	FAMILY ADVOCACY (ARMY CENTRAL REGISTRY)			
5	ARMY SUBSTANCE ABUSE PROGRAM (ARNG only)			
NOTES:				

PART 3: BEHAVIORAL HEALTH SCREENING – FULL-TIME MILITARY ONLY

		NO ISSUES	NOT RECOMMENDED
1	FACE-TO-FACE BH INTERVIEW AND FILE REVIEW		
NOTES:			

PART 4: FINAL REVIEW TO ENSURE REQUIRED CHECKS COMPLETE

	UNIT REQUIREMENTS	YES	NO	PENDING (ADD DATE)
1	APPOINTMENT ORDERS			
2	TRAINING			
3	D-SAACP (NOVA) CREDENTIALING			
NOTES:				

COMPLETED BY: _____ SIGNATURE: _____

DUTY POSITION: _____ DATE: _____

REVIEWED BY: _____ SIGNATURE: _____

DUTY POSITION: _____ DATE: _____

ANNEX C: SCREENING MATRIX (MILITARY ONLY)

SCREENING CRITERIA	FULL-TIME SARC/SHARP VA	COLLATERAL DUTY SARC/SHARP VA	RECRUITERS	DRILL SERGEANTS	AIT PLATOON SERGEANTS
MINIMUM RANK	UNIT	UNIT	N/A	N/A	N/A
DEPLOYABLE	UNIT	UNIT	N/A	N/A	N/A
LETTER OF REC	UNIT	UNIT	N/A	N/A	N/A
NACLC	UNIT	UNIT	HRC	HRC	HRC
LOCAL POLICE RECORDS CHECK	UNIT	UNIT	UNIT (NEW)	UNIT (NEW)	UNIT (NEW)
ASAP	AC/USAR: UNIT ARNG: NGB	UNIT	UNIT (NEW)	UNIT (NEW)	UNIT (NEW)
NATIONAL SEX OFFENDER PUBLIC WEBSITE	UNIT	UNIT	UNIT (NEW)	UNIT (NEW)	UNIT (NEW)
BEHAVIORAL HEALTH INTERVIEW	UNIT (AC AND AGR ONLY)	N/A	UNIT	UNIT	N/A
FAMILY ADVOCACY (ARMY CENTRAL REGISTRY)	AC/USAR: HRC ARNG: N/A	AC/USAR: HRC ARNG: N/A	AC/USAR: HRC ARNG: N/A	AC/USAR: HRC ARNG: N/A	AC/USAR: HRC ARNG: N/A
OMPF INCL R-FICHE REVIEW	AC/USAR: HRC ARNG: NGB	AC/USAR: HRC ARNG: NGB	AC/USAR: HRC ARNG: NGB	AC/USAR: HRC ARNG: NGB	AC/USAR: HRC ARNG: NGB
IG FILES	AC/USAR: HRC ARNG: NGB	AC/USAR: HRC ARNG: NGB	AC/USAR: HRC ARNG: NGB	AC/USAR: HRC ARNG: NGB	AC/USAR: HRC ARNG: NGB
CID/CRC DATABASES	AC/USAR: HRC ARNG: NGB	AC/USAR: HRC ARNG: NGB	AC/USAR: N/A* ARNG: NGB	AC/USAR: N/A* ARNG: NGB	AC/USAR: N/A* ARNG: NGB
DEPT OF DEF CENTRAL ADJ FAC (DoDCAF)	N/A	N/A	AC/USAR: HRC ARNG: N/A	AC/USAR: HRC ARNG: N/A	AC/USAR: HRC ARNG: N/A

* DoDCAF check includes information included in CID/CRC databases

ANNEX B: TYPE I AND TYPE II REPORTS OF UNFAVORABLE INFORMATION
OR OFFENSES

****THESE CRITERIA APPLY TO MILITARY ONLY****

(SEE CIVILIAN SCREENING POLICY FOR CIVILIAN CRITERIA)

STATUS (PROVIDED FOR FUTURE CODING USE; C AND D INDICATE
"CREDIBLE EVIDENCE"):

- A. ALLEGED, NO INDICATION OF INVESTIGATION OR ACTION TAKEN
- B. INVESTIGATION COMPLETE, NOT FOUNDED OR NOT SUBSTANTIATED
- C. INVESTIGATION COMPLETE, FOUNDED OR SUBSTANTIATED
- D. ADVERSE ACTION TAKEN (INCLUDING, BUT NOT LIMITED TO,
CIVILIAN OR COURT-MARTIAL CONVICTION, LETTER/MEMORANDUM OF
REPRIMAND, NON-JUDICIAL PUNISHMENT, RELIEF FOR CAUSE
EVALUATION, ETC.)

TYPE I OFFENSES, ACTIVITY OR SITUATIONS (NO TIME LIMITATION):

- 1. SEXUAL HARASSMENT
- 2. SEXUAL ASSAULT (INCLUDING, BUT NOT LIMITED TO, VIOLATIONS
OF UCMJ ARTICLES 80, 120, 120b AND 125)
- 3. DOMESTIC VIOLENCE (AS DEFINED IN AR 608-18, OR REF K) OR A
CRIMINAL OFFENSE INVOLVING A CHILD OR CHILDREN
- 4. PANDERING
- 5. POSSESSION, DISTRIBUTION, RECEIVING OR VIEWING CHILD
PORNOGRAPHY
- 6. ADULTERY
- 7. INCEST
- 8. PROSTITUTION
- 9. BESTIALITY
- 10. STALKING
- 11. SEXUAL ACTIVITY WITH A SUBORDINATE OR FRATERNIZATION OF A
SEXUAL NATURE
- 12. ILLEGAL DRUG USE OR POSSESSION, TO INCLUDE ABUSE OF
PRESCRIPTION MEDICATION AND SYNTHETIC DRUGS
- 13. ANY SPECIAL OR GENERAL COURT-MARTIAL CONVICTION OR ANY
CIVILIAN CRIMINAL FELONY CONVICTION IN A SOLDIER'S CAREER
(INCLUDING SISTER SERVICES COURT-MARTIAL CONVICTIONS)
- 14. PREVIOUS SEPARATION FROM ANY SERVICE FOR ANY TYPE I
OFFENSE
- 15. CONDUCT IN VIOLATION OF ARMY'S POLICY REGARDING
PARTICIPATION IN EXTREMIST ORGANIZATIONS OR ACTIVITIES
- 16. INITIAL ENLISTMENT WAIVERS FOR DEROGATORY INFORMATION
RELATED TO ANY TYPE I OFFENSE LISTED ABOVE

TYPE II OFFENSES, ACTIVITY OR SITUATIONS (OVER A SOLDIER'S
CAREER, UNLESS OTHERWISE SPECIFIED):

- 1. ALCOHOL ABUSE (AS DEFINED IN AR 600-85, OR REF I)
- 2. LARCENY/THEFT/FRAUD/BURGLARY
- 3. RELIEF FOR CAUSE NCOER OR OER WHILE IN CURRENT GRADE OR IN
PAST 5 YEARS, WHICHEVER IS LONGER
- 4. PREVIOUS SEPARATION FROM ANY SERVICE FOR ANY TYPE II
OFFENSE

5. INITIAL ENLISTMENT WAIVERS FOR DEROGATORY INFORMATION (NOT RELATED TO AN OFFENSE LISTED IN TYPE I)
6. ASSAULT (OF NON-RELATIVE OR DOMESTIC PARTNER) IN THE PAST 5 YEARS

ADMIN REPORTS THAT PRECLUDE INITIAL APPOINTMENT TO A POSITION OF TRUST:

1. SOLDIERS WHO ARE FLAGGED, BARRED TO REENLIST, OR CODED WITH ANY ADMINISTRATIVE INFORMATION INDICATING LEGAL INVESTIGATION IS UNDERWAY ARE PROHIBITED FROM INITIAL APPOINTMENT OR SERVICE IN A POSITION OF TRUST UNTIL THE FLAG, BAR OR CODE IS REMOVED.
2. SOLDIERS PENDING DETERMINATION BY A MEB/PEB/MAR2 PROCESS ARE NOT ELIGIBLE FOR APPOINTMENT AS A SARC/SHARP VA UNLESS FOUND FIT FOR CONTINUED DUTY.
3. SOLDIERS WITH A CURRENTLY REVOKED, DENIED OR SUSPENDED SECURITY CLEARANCE, OR WHO FAILED TO ATTAIN OR MAINTAIN A FAVORABLE NACLC INVESTIGATION ARE NOT ELIGIBLE FOR APPOINTMENT TO A POSITION OF SIGNIFICANT TRUST.

ANNEX E
MILITARY MEDICAL TREATMENT FACILITY LOCATIONS/POCS

MTF / Installation	Title	POC Name	Phone Numbers	Email Address
NRMC				
Womack AMC, Ft Bragg, NC	Chief	COL Earles Jay	(910) 907-8693	jay.e.earles.mil@mail.mil
Guthrie MDA, Ft Drum, NY	Chief	Dr Benham Todd	(315) 772-4850	todd.l.benham.civ@mail.mil
Ireland ACH, Ft Knox, KY	Chief	Dr Johnson Laura	(502) 626-6184	laura.e.johnson.civ@mail.mil
Keller Army Community Hospital, West Point, NY	Chief	LTC Fellner Alyson	(845) 938-8441	alyson.m.fellner.mil@mail.mil
Kenner Army Health Clinic, Ft Lee, VA	Chief	Dr Gagon Eleanor	(804) 734-7426	eleanor.l.gagon.civ@mail.mil
Kimbrough Ambulatory Care Center, Ft Meade, MD	Chief	Dr Walker Jonathan	(301) 677-8791	jonathan.t.walker.civ@mail.mil
McDonald Army Community Hospital, Ft Eustis, VA	Chief, DBH	Dr. Yarlagadda Atmaram	(757) 314-7558	atmaram.yarlagadda.civ@mail.mil
Kirk AHC, Aberdeen Proving Grounds	Chief	Ms Witmer Wendy	(410) 278-1755	wendy.l.witmer.civ@mail.mil
Barquist AHC, Ft Detrick, MD	Chief	LT Mobley Joy	(301) 619-2062	joy.a.mobley.mil@mail.mil
Andrew Rader AHC, Ft Myer, VA	Chief	Dr Mcentire Patricia	(703) 696-3456	patricia.m.mcentire.civ@mail.mil
Dunham AHC, Carlisle Barracks, PA	Chief	Ms Wilson-Gines Ginger	(717) 245-4602	ginger.k.wilsongines.civ@mail.mil
Dilorenzo HC, Pentagon NOT PART OF NRMC				
NRMC Tele BH	Chief	Sentell, John W.	(571) 231-5431	john.w.sentell.civ@mail.mil
SRMC				
Brooke Army Medical Center, Ft. Sam Houston, TX	DBH Chief	COL Mark Owens	210-808-2566	mark.f.owens.3.mil@mail.mil
Carl R. Darnall Army Medical Center, Ft. Hood, TX	DBH Chief	LTC (P) Sharette Gray	254-288-7117	sharette.k.gray.mil@mail.mil
Dwight D. Eisenhower AMC, Ft. Gordon, GA	Chief of DBH	COL Joseph Bird	706-787-6377	joseph.m.bird.2.mil@mail.mil
Bayne Jones ACH, Ft. Polk, LA	BH Chief	COL Migdalia Machado *	337-531-3743	migdalia.machado.mil@mail.mil
Blanchfield Army Community Hospital, Ft. Campbell, KY	BH Chief	MAJ Joseph Wise	270-956-0620	joseph.e.wise.mil@mail.mil
Fox Army Health Center, Redstone Arsenal, AL	Chief, DBH	Dr. David M. Ferguson	256-876-9085	david.m.ferguson.civ@mail.mil
Lyster Army Health Clinic, Ft. Rucker, LA	Chief, DBH	Dr. Barry Funkhouser	334-255-7028	barry.f.funkhouser.civ@mail.mil
Martin Army Community Hospital, Ft. Benning, GA	Chief, DBH	LTC Kevin Buford	706-544-4621	kevin.l.buford.mil@mail.mil
Moncrief Army Community Hospital, Ft. Jackson, SC	Chief, DBH	Dr. Marc Cooper *	803-751-0217	marc.a.cooper.2.civ@mail.mil
Reynolds Army Community Hospital, Ft. Sill, OK	BH Chief	MAJ Nathan Hartvigsen	580-442-4351	nathan.e.hartvigsen.mil@mail.mil
Winn Army Community Hospital, Ft. Stewart, GA	Chief DBH	CAPT Philip McRae	912-435-5180	philip.s.mcrae.mil@mail.mil
SRMC Tele-BH cell, to include WRP	Director, WRP	Dr. Bruce E. Crow	210-424-8977	bruce.e.crow.civ@mail.mil
WRMC				
Madigan Army Medical Center, JB Lewis-McChord, WA	Chief	DR PINCUS, SIMON	253-968-3909	simon.h.pincus.civ@mail.mil
William Beaumont Army Medical Center, Ft. Bliss, TX	Chief	COL LEVANDOWSKI, DALE	915-742-2865	dale.h.levandowski.mil@mail.mil
Bassett Army Community Hospital, Ft. Wainwright, AK	Chief	CPT COLWELL, LOIS	907-361-6059	lois.a.colwell.mil@mail.mil
Bliss Army Health Center, Ft. Huachuca, AZ	Chief	MAJ DUMARS, TYLER	520-533-7029	tyler.d.dumars.mil@mail.mil
Evans Army Community Hospital, Ft. Carson, CO	Chief	LTC WEBER, CHARLES	719-526-7155	charles.l.weber.10.mil@mail.mil
Leonard Wood Army Community Hospital, Ft. Leonardwood, MO	Chief	DR CLARK, WALTER	573-596-9538	walter.k.clark.2.civ@mail.mil
Irwin Army Community Hospital, Ft. Riley, KS	Chief	MAJ MARLIN, PETER	785-239-7480	peter.k.marlin.mil@mail.mil
Munson Army Health Center, Ft. Leavenworth, KS	Chief	DR SCOTT, MEIT	913-684-6771	scott.s.meit@us.army.mil
Weed ACH, Ft. Irwin, CA	Chief	MAJ VARTANIAN, VAHAG	760-380-7793	vahag.vartanian.mil@MAA.MIL
California MD, Presidio of Monterey, CA	Chief	DR TABRIE, ION	831-242-7572	ion.r.tabrie.civ@mail.mil
White Sands Missile Range, WSMR, TX	Chief	MR KLYNN, DONALDSON	575-678-4992	klynn.d.donaldson.civ@mail.mil
WRMC Tele-BH cell	Chief	DR EDWARDS, LAWRENCE	253-966-2864	lawrence.a.edwards.3.civ@mail.mil
PRMC				
Brian Algood, ACH, Yongsan, Korea	Chief	LTC Henderson, Jill	DSN 315-737-1913/5508	jill.j.henderson.mil@mail.mil
Camp Casey HC, Dongducheon, Korea	Chief	CPT Chu, Soyeun	DSN 315-730-4304	soyeun.chu.mil@mail.mil
Camp Humphreys Health Clinic, Pyongtaek, Korea	Chief	CPT Stokes, Wesley	DSN 315-753-3455	wesley.n.stokes.mil@mail.mil
Camp Walker HC, Daegu, Korea	Chief	CPT Zerga, Kristi	DSN 315-764-5191/4998	kristi.a.zerga.mil@mail.mil
BG Crawford F. Sams, USAHC, Camp Zama, Japan	Chief	CPT Dell, Peter	DSN 315-263-8310	Peter.J.Dell.2.mil@mail.mil
Tinpler AMC, Honolulu, HI	Chief	COL Diebold, CJ	808-433-6406	Carol.diebold.mil@mail.mil
USAHC-SB, Schofield Barracks, HI	Chief	MAJ Preston, Samuel	808-433-8587	Samuel.l.preston.mil@mail.mil
PRMC Tele-BH cell	Regional Director	Martin, Suzanne D.	808-433-4500	suzanne.d.martin.civ@mail.mil
ERMC				
Landstuhl RMC, Landstuhl, Germany	Chief	Dr. Brown Daphne	590-5249	daphne.a.brown.civ@mail.mil
Katterbach HC, Katterbach, Germany	Chief	COL Becky Tomczyk	468-7811	rebecca.r.tomczyk.mil@mail.mil
Stuttgart HC, Stuttgart, Germany	Chief	MAJ Jared Lenz	431-2751	jared.l.lenz.mil@mail.mil
Hohenfels HC, Hohenfels, Germany	Chief	Dr. Showalter James	466-4625	james.g.showalter.civ@mail.mil
Heidelberg Medical Department Activity, Heidelberg, Germany	Closed			Closed
GFW HC, Grafenwher, Germany	Chief	LTC Vidic Nino	475-8357 or -7152	nino.a.vidic.mil@mail.mil
Livorno, Livorno, Italy	See Vicenza		See Vicenza	See Vicenza
Bamberg HC, Bamberg, Germany	Chief	CPT Makela Anna	469-7498	anna.makela.mil@mail.mil
Baumholder, Baumholder, Germany	Chief	Dr. Cary Weber	485-7411	cary.a.weber.civ@mail.mil
Shape, Shape, Belgium	Chief	Dr. Joseph Etherage	423-6048	joseph.r.etherage.civ@mail.mil
Vicenza, Vicenza, Italy	Chief	COL McKenzie Robert	636-9140 or -9531	robert.s.mckenzie.mil@mail.mil
Wiesbaden, Weisbaden, Germany	Chief	Dr. Joy Martin	337-7971	joy.a.martin.4.civ@mail.mil
Vilseck, Vilseck, Germany	Chief	Dr. Anne Felde	476-2100	anne.b.felde.civ@mail.mil
Schwienfurt, Schwienfurt, Germany	Chief	Dr. William Clayton	354-6418	william.l.clayton.4.civ@mail.mil
Illshheim, Illshheim, Germany	See Katterbach	See Katterbach	See Katterbach	See Katterbach
Bavaria MEDDAC	MTF BH Chief	Mr. Brian Olden	476-3515	brian.j.olden.civ@mail.mil
ERMC Tele-BH cell		Mr. Eduardo Salvador	496-8732	eduardo.m.salvador.civ@mail.mil
USAG Ansbach	DPH	CPT Anna Makela	469-7498	anna.makela.mil@mail.mil
USAG Bavaria	DPH	Mr. Brian Olden	476-3515	brian.j.olden.civ@mail.mil
USAG Wiesbaden	DPH	Dr. Joy Martin	337-7971	joy.a.martin.4.civ@mail.mil
USAG Stuttgart	DPH	MAJ Jared Lenz	431-2751	jared.l.lenz.mil@mail.mil
USAG Rhineland-Pfalz	DPH	Dr. Daphne Brown	590-5249	daphne.a.brown.civ@mail.mil
USAG Vicenza	DPH	COL Robert McKenzie	636-9140 or -9531	robert.s.mckenzie.mil@mail.mil
USAG Benelux	DPH	Dr. Joseph Etherage	423-6048	joseph.r.etherage.civ@mail.mil

ANNEX D: AUTHORITY MATRIX (MILITARY ONLY)

	APPOINTING AUTHORITY	WAIVER AUTHORITY	REMOVAL AUTHORITY
SARC (AC/USAR)	GO/SES	GCMCA	GCMCA
SHARP VA (AC/USAR)	O-6 BDE CDR/GS-15	GO/SES	GO/SES
FULL-TIME SARC/SHARP VA (ARNG)	TAG	TAG	TAG
COLLATERAL DUTY SARC/SHARP VA (ARNG)	O-6 BDE CDR/GS-15	TAG	TAG
RECRUITERS (AC AND USAR)	CG, HRC	INITIAL: CG, HRC ASSIGNED: CG, TRADOC	CG, TRADOC
RECRUITERS/RSP CADRE (ARNG)	O-6 BDE CDR/GS-15	DARNG	DARNG
DRILL SERGEANTS (AC AND USAR)	CG, HRC	INITIAL: CG, HRC ASSIGNED: CG, TRADOC	CG, TRADOC
AIT PLT SGTS (TRADOC)	CG, HRC	INITIAL: CG, HRC ASSIGNED: CG, TRADOC	CG, TRADOC
AIT PLT SGTS (MEDCOM)	CG, HRC	INITIAL: CG, HRC ASSIGNED: CG, MEDCOM	CG, MEDCOM



SECRETARY OF THE ARMY
WASHINGTON

12 FEB 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Ensuring the Quality of Sexual Assault Response Coordinators, Sexual Assault Prevention and Response Victim Advocates and Others in Identified Positions of Significant Trust and Authority

1. References.

a. Memorandum, Secretary of the Army, 28 May 13, subject: Ensuring the Quality of Sexual Assault Response Coordinators (SARCs), Sexual Assault Prevention and Response Victim Advocates (SAPR VAs) and Others in Identified Positions of Significant Trust and Authority.

b. ALARACT 147/2013, 10 Jun 13, subject: HQDA EXORD 161-13 Sexual Harassment/Assault Response and Prevention Program Army Stand-Down.

2. After reviewing the Army's efforts to implement reference a, I am amending that reference to make the following changes:

a. "Credible evidence," as used in paragraph 4c of reference a, is hereby defined to mean a founded law enforcement investigation, as that term is defined in Army Regulation (AR) 190-45, a substantiated allegation contained in an Inspector General or other administrative investigation, or other unfavorable information, as defined in AR 600-37, and documented in a Soldier's Army Military Human Resource Record (AMHRR). and for recruiters only, in the Recruiting Incident Report (RIR) database maintained by the U.S. Army Recruiting Command.

b. The Deputy Chief of Staff (DCS), G-1, under the supervision of the Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA (M&RA)), will establish a suitability standard to permanently disqualify (without the possibility of waiver) a Soldier for service as a career recruiter in the Active Army and Reserve Components when the Soldier has a criminal conviction, non-judicial punishment, or adverse administrative action related to a sexual offense, sexual impropriety, domestic violence, stalking, drug abuse (to include prescription medication and synthetic drugs), or a criminal offense involving a child or children.

c. The DCS, G-1, under the supervision of the ASA (M&RA), will establish an adjudication process to consider a Soldier, upon his or her request, for retention as a career recruiter in the Active Army and Reserve Components when a records review reveals credible evidence, as defined above, concerning a sexual offense, sexual impropriety, domestic violence, stalking, drug abuse (to include prescription medication and synthetic drugs), or a criminal offense involving a child or children, *but* there is no

Encl 2

SUBJECT: Ensuring the Quality of Sexual Assault Response Coordinators, Sexual Assault Prevention and Response Victim Advocates and Others in Identified Positions of Significant Trust and Authority

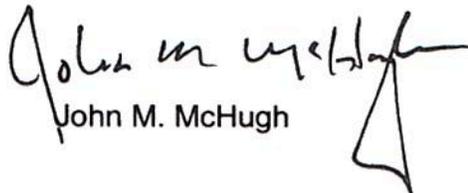
record of action taken (e.g., letter/memorandum of reprimand, NJP, conviction, etc.). In these cases, the waiver authority may further consider a waiver of disqualification and/or removal.

(1) The adjudication process will provide a serving career recruiter the option to request consideration to waive removal. Individuals requesting a waiver will have the opportunity to present extenuating or mitigating matters, in writing, to the waiver authority for consideration.

(2) The waiver authority for currently serving Active Army and U.S. Army Reserve career recruiters is the Commanding General, U. S. Army Training and Doctrine Command (TRADOC), who may, in writing, delegate to the Deputy Commanding General for Operations, U.S. Army TRADOC. The Director, Army National Guard, retains waiver authority for currently serving National Guard recruiters.

(3) Waivers will only be granted in exceptional circumstances, when the waiver authority determines that, despite the disqualifying derogatory information, the individual requesting the waiver is still the best qualified person to serve as a recruiter. Examples of circumstances that may warrant a waiver include, but are not limited to, no action taken, mistaken identity, found not guilty in a legal proceeding, or dismissed or expunged charges. Waivers should not be granted if the derogatory information calls into question the character, conduct, or personal integrity of the individual requesting the waiver.

3. The provisions of this memorandum are effective immediately. The Deputy Chief of Staff, G-1, is the proponent for this policy and will publish appropriate implementing instructions, under the supervision of the ASA (M&RA), as soon as possible. This guidance, and the follow on implementing instructions, take precedence over and cancel any conflicting guidance, and will remain in effect until relevant Army regulations are revised and published to incorporate the policies set forth herein.


John M. McHugh

SUBJECT: Ensuring the Quality of Sexual Assault Response Coordinators, Sexual Assault Prevention and Response Victim Advocates and Others in Identified Positions of Significant Trust and Authority

DISTRIBUTION:

**Principal Officials of Headquarters, Department of the Army
Commander**

- U.S. Army Forces Command**
- U.S. Army Training and Doctrine Command**
- U.S. Army Materiel Command**
- U.S. Army Pacific**
- U.S. Army Europe**
- U.S. Army Central**
- U.S. Army North**
- U.S. Army South**
- U.S. Army Africa/Southern European Task Force**
- U.S. Army Special Operations Command**
- Military Surface Deployment and Distribution Command**
- U.S. Army Space and Missile Defense Command/Army Strategic Command**
- U.S. Army Cyber Command**
- U.S. Army Network Enterprise Technology Command/9th Signal Command (Army)**
- U.S. Army Medical Command**
- U.S. Army Intelligence and Security Command**
- U.S. Army Criminal Investigation Command**
- U.S. Army Corps of Engineers**
- U.S. Army Military District of Washington**
- U.S. Army Test and Evaluation Command**
- U.S. Army Installation Management Command**

Superintendent, United States Military Academy
Director, U.S. Army Acquisition Support Command
Executive Director, Arlington National Cemetery
Commander, U.S. Army Accessions Support Brigade

CF:

Director, Army National Guard
Director of Business Transformation



SECRETARY OF THE ARMY
WASHINGTON

28 MAY 2013

MEMORANDUM FOR

ASSISTANT SECRETARY OF THE ARMY (MANPOWER AND RESERVE AFFAIRS)
DEPUTY CHIEF OF STAFF, G-1
THE SURGEON GENERAL

SUBJECT: Ensuring the Quality of Sexual Assault Response Coordinators, Sexual Assault Prevention and Response Victim Advocates and Others in Identified Positions of Significant Trust and Authority

1. Reference Memorandum, Secretary of Defense, 17 May 13, subject: Sexual Assault Prevention and Response Stand-down.
2. Sexual assault response coordinators (SARCs) and sexual assault prevention and response victim advocates (SAPR VAs) are our "frontline forces" in support of commanders in the fight against sexual assault—a crime that erodes our readiness and violates our values. Together with recruiters, drill sergeants and Advanced Individual Training platoon sergeants, these persons occupy positions of significant trust and authority. We must ensure that only the best people serve in these important positions.
3. To ensure greater accountability in the appointment of SARCs and SAPR VAs, I am reserving the authority to appoint SARCs to the first general officer or member of the Senior Executive Service in the SARC position's chain of command. Further, I am reserving the authority to appoint SAPR VAs to the brigade commander, or his or her equivalent-level commander or civilian supervisor (serving in a grade no lower than colonel or GS-15), with cognizance over the position. Designation as an appointing authority may not be transferred or delegated.
4. The Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA (M&RA)) shall develop and promulgate policy and guidance requiring that all commanders and supervisors immediately initiate a records review to guarantee that SARCs, SAPR VAs, recruiters, drill sergeants and Advanced Individual Training platoon sergeants meet the highest standards of character, conduct and personal integrity. This review will likely encompass more than 20,000 personnel records. The policy and guidance the ASA (M&RA) develops shall require that, henceforth, this records review shall be conducted for all personnel being considered for appointment to these positions. In implementing this requirement, the ASA (M&RA) shall ensure that:
 - a. the records review is holistic and encompasses the list of records systems and databases specified in the enclosure;

SUBJECT: Ensuring the Quality of Sexual Assault Response Coordinators, Sexual Assault Prevention and Response Victim Advocates and Others in Identified Positions of Significant Trust and Authority

b. the responsible appointing authority reviews the entire record of each individual Soldier or employee, focusing on the whole person, before deciding whether to appoint or retain that person in a position identified in paragraph 2;

c. credible evidence of criminal activity related to a sexual offense, sexual impropriety, domestic violence, stalking, substance abuse, or a criminal offense involving a child or children is made a non-waivable, mandatory disqualification for appointment to or retention in all of the positions identified in paragraph 2;

d. a reporting mechanism is immediately developed that compiles results of this, and future, records reviews on an installation-by-installation basis, and that the results include a by-name confirmation that the records review has been completed; a listing of the records reviewed; and, for each individual Soldier or employee, the resulting suitability determination;

e. the reporting mechanism referenced in paragraph 4d shall include results of the behavioral health interview process described in paragraph 5;

f. the responsible appointing authority reviews and validates any selection criteria waiver (for example, grade/rank requirements) that may have been granted to a currently serving SARC or SAPR VA and revalidate with the Deputy Chief of Staff (DCS), G-1 the selection criteria waiver authority, that any such waiver was and remains appropriate;

g. the Army wide consolidated results of the records review of individual Soldiers and employees currently serving in the positions identified in paragraph 2 is reported to me no later than 15 October 2013;

h. in coordination with servicing legal counsel, standards and processes are promulgated for the disqualification for, or removal from the positions identified in paragraph 2; and

i. the policies, procedures and regulations governing the selection of recruiters, drill sergeants and Advanced Individual Training platoon sergeants be amended to note the records review and behavioral health interview requirements set forth in this memorandum, including the list of record systems and databases specified in the enclosure.

5. The Surgeon General (TSG) will immediately initiate behavioral health interviews for all persons currently serving in a position identified in paragraph 2 and for any individuals selected for, but pending appointment to, such positions. The purpose of these interviews is twofold. First, the interviews will enhance the behavioral health and

SUBJECT: Ensuring the Quality of Sexual Assault Response Coordinators, Sexual Assault Prevention and Response Victim Advocates and Others in Identified Positions of Significant Trust and Authority

well-being of these persons, whose duties are often taxing and stressful, by providing them an opportunity for behavioral health consultation, free from any stigma. Second, the interviews will be another mechanism by which we can identify persons who may not be suitable for service in these positions. These interviews will be conducted by appropriate behavioral health professionals, following a generally standardized format, in accordance with the following guidance:

a. after the interview, the behavioral health professional will provide the responsible appointing authority with a by-name report that documents that the interview was conducted and includes a recommendation regarding suitability of the person for a position identified in paragraph 2;

b. the responsible appointing authority will provide a report to the senior commander/manager regarding the conduct of behavioral health interviews. This report will be limited to the fact that the interviews were conducted, any action taken with regard to any individual Soldier or employee and the reason for such action. The senior commander/manager will, in turn, consolidate this information and provide it to DCS, G-1, who will subsequently report both the collated data and individual matters of note to me;

c. the Army wide consolidated results will be provided to me no later than 15 October 2013;

d. after this initial conduct of interviews for currently serving SARCs and SAPR VAs, such interviews will become a mandatory component of appointment to, and retention in, the positions identified in paragraph 2. These reviews will be conducted before appointment and then annually thereafter for the duration of service in the position; and

e. the interviews will be organized and conducted so that they do not affect the delivery of behavioral health services in the Army. If the delivery of behavioral services in the Army is affected in any way by the requirements of this memorandum, the ASA (M&RA), DCS, G-1 and TSG shall immediately notify me and present to me a plan to mitigate the impact.

6. In implementing this directive, management officials must fulfill all statutory and contractual labor relations obligations, consistent with guidance to be issued by the DCS, G-1. Further, any responsible appointing authority, commander or supervisor contemplating adverse action as the result of compliance with this directive, whether such action involves an individual military member, Federal employee or a contractor or contractor employee, will consult with his/her servicing legal advisor.

SUBJECT: Ensuring the Quality of Sexual Assault Response Coordinators, Sexual Assault Prevention and Response Victim Advocates and Others in Identified Positions of Significant Trust and Authority

7. Given the vital missions these persons perform, it is also imperative that the Army develop enhanced suitability screening tools, processes and programs that mirror the mechanisms used for screening personnel in our most sensitive programs. Accordingly, the ASA (M&RA) will initiate a comprehensive effort to develop and implement such tools, processes or programs to ensure that only the best qualified and most suitable persons are selected for, assigned to and retained in the positions identified in paragraph 2. This effort will include the following:

a. an indepth review of existing screening tools, processes and programs, whether currently used by the Department of Defense or the Army (for example, for persons assigned to special operations, personnel reliability programs or other special activities); the U.S. Government; or the private sector. This review will include (i) a survey of any relevant medical and scientific research regarding the effectiveness and reliability of such tools, processes or programs; and (ii) a critical analysis of these tools, processes and programs that assesses their applicability to the positions identified in paragraph 2. This latter analysis will address all relevant implementation factors, including, but not limited to, effectiveness, scientific reliability, relevance to specific categories of sensitive duties, resourcing and related legal and practical concerns;

b. to the extent that no existing screening tool, process or program, or combination thereof, is readily transferable for the Army's purposes as set forth in this memorandum, a plan to develop one; and

c. a report documenting the results of this review, and proposing courses of action for implementing a viable screening tool, process or program, for presentation to me for action no later than 15 July 2013. Appropriate documentation in a regulation or directive, of the elected course of action and the policies governing its implementation, shall be fully staffed with all appropriate stakeholders and presented to me for approval no later than 30 November 2013.

8. No later than 30 November 2013, the ASA (M&RA), together with the DCS, G-1 and TSG, will develop and present for my review a comprehensive proposal for an enhanced background check program that, in concert with the behavioral health interviews conducted in accordance with paragraph 5 and the screening mechanism to be developed in accordance with paragraph 7, will further increase confidence in the qualifications and suitability of persons for appointment to, or retention in, the positions identified in paragraph 2. The proposed enhanced background check program will include appropriate measures to ensure that persons seeking appointment to, or retention in, such positions are properly vetted and screened, both at initial appointment and regular intervals throughout their service. The comprehensive proposal will enumerate appropriate suitability criteria, as well as mandatory and discretionary disqualifying factors. Further, the adjudicative results of any such background checks

SUBJECT: Ensuring the Quality of Sexual Assault Response Coordinators, Sexual Assault Prevention and Response Victim Advocates and Others in Identified Positions of Significant Trust and Authority

must be available to appointing authorities for review and consideration in advance of a civilian applicant's/candidate's appointment into the Federal civil service or, if already a civilian employee, before selection for a position identified in paragraph 2. For military personnel, the results of any such check must be available before the Soldier's selection for and assignment to a position identified in paragraph 2. In developing their comprehensive proposal for this enhanced background check program, the ASA (M&RA), DCS, G-1 and TSG will specifically consider and recommend to me whether, in accordance with national policy, the objectives of the enhanced program could be appropriately furthered by:

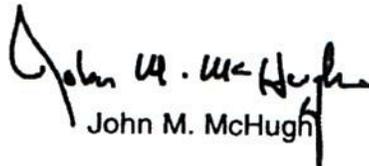
- designating military duty positions, including those identified in paragraph 2, as National Security Positions and applying national security standards in adjudicating the results of completed background checks;
- designating all positions identified in paragraph 2 as Public Trust Positions for purposes of fill by a civilian employee or contractor; and
- leveraging the ongoing Department of Defense Central Adjudication facility consolidation to secure professional adjudication of information derived from such background checks;
- instituting a requirement for recurring periodic or continuous background checks and suitability evaluations for all persons holding positions identified in paragraph 2.

The comprehensive proposal for an enhanced background check program will include appropriate options, as feasible; a general implementation plan, timeline and milestones for each option presented; and a general cost-benefit analysis of each.

9. Finally, the ASA (M&RA) will establish a department wide working group to explore other options for ensuring the qualifications and suitability of, and incentivizing service as, a SARC or SAPR VA to ensure that the best-qualified and most suitable individuals seek out and are selected for service in these positions. This working group will structure its review to capture any different circumstances or factors that may affect civilian as opposed to military SARC or SAPR VA recruitment and retention. Additionally, this working group will review and make recommendations on the appropriate grade for SARCs and SAPR VAs; the appropriate reporting and organizational structure linking SARCs and SAPR VAs to their commands and associated organizations (such as the local medical treatment facility); and the correct scope of SARC and SAPR VA authorities and duties. The charter for this working group will be presented to me for approval no later than 15 June 2013 and its recommendations presented to me for review and action no later than 31 October 2013.

SUBJECT: Ensuring the Quality of Sexual Assault Response Coordinators, Sexual Assault Prevention and Response Victim Advocates and Others in Identified Positions of Significant Trust and Authority

10. I expect all Army leaders and other personnel to provide their complete support to this effort and, upon request, to those officials tasked by this memorandum.



John M. McHugh

Encl

CF:

Principal Officials of Headquarters, Department of the Army
Commander

- U.S. Army Forces Command
- U.S. Army Training and Doctrine Command
- U.S. Army Materiel Command
- U.S. Army Pacific
- U.S. Army Europe
- U.S. Army Central
- U.S. Army North
- U.S. Army South
- U.S. Army Africa/Southern European Task Force
- U.S. Army Special Operations Command
- Military Surface Deployment and Distribution Command
- U.S. Army Space and Missile Defense Command/Army Strategic Command
- U.S. Army Cyber Command
- U.S. Army Network Enterprise Technology Command/9th Signal Command (Army)
- U.S. Army Medical Command
- U.S. Army Intelligence and Security Command
- U.S. Army Criminal Investigation Command
- U.S. Army Corps of Engineers
- U.S. Army Military District of Washington
- U.S. Army Test and Evaluation Command
- U.S. Army Installation Management Command
- Superintendent, United States Military Academy
- Director, U.S. Army Acquisition Support Center
- Executive Director, Arlington National Cemetery
- Commander, U.S. Army Accessions Support Brigade
- Director, Army National Guard
- Director of Business Transformation

Records Screening Requirements

1. In conducting the records check mandated in paragraph 4 of this memorandum, appointing authorities, commanders and supervisors will obtain and review any reasonably available record pertaining to the individual Soldier or employee at issue and will, at a minimum, obtain and review the following records:

a. The records identified in the Department of Defense definition for "Installation Records Check" in Department of Defense Instruction 1402.5 (Criminal History Background Checks on Individuals in Child Care Services), January 19, 1993. This will include, at a minimum:

(1) Police records (base and/or military police, security office, criminal investigators or local law enforcement);

(2) Army Substance Abuse Program, or its equivalent in the other Services, records;

(3) Family housing records;

(4) Family Advocacy Program records;

(5) Army Central Registry records;

(6) Behavioral health records maintained at the military treatment facility (for Soldiers and civilians otherwise entitled to care at the facility); and

(7) Any other record maintained on the installation that may be relevant.

b. a check of the U.S. Department of Justice National Sex Offender Registry.

c. records maintained in the individual's Army Military Human Resource Record, including the restricted portion of such record (or precursor record system for Soldiers and former Soldiers) and the Official Personnel Folder or adverse action file(s) (for civilian employees). Appointing authorities will coordinate with U.S. Army Human Resources Command or the Civilian Human Resources Agency for review of the applicable record. The command/agency will advise the appointing official of any adverse information recorded in the person's record.

d. Department of the Army Inspector General files.

e. U.S. Army Criminal Investigation Command/Crime Records Center databases.

f. Any other records that may be relevant to qualification and suitability for a position of trust and authority, as identified in paragraph 2 of the base memorandum,

Enclosure

ALARACT 147/2013
DTG: P 102347Z Jun 13

UNCLASSIFIED//FOR OFFICIAL USE ONLY
THIS MESSAGE HAS BEEN TRANSMITTED BY USAITA ON BEHALF OF DA
WASHINGTON DC//ASA(M&RA)/DCS G-1//

SUBJECT: HQDA EXORD 161-13 SEXUAL HARASSMENT/ASSAULT RESPONSE
AND PREVENTION PROGRAM ARMY STAND-DOWN.

(U) REFERENCES:

REF/A/ DEPARTMENT OF DEFENSE MEMORANDUM SEXUAL ASSAULT
PREVENTION AND RESPONSE STAND-DOWN, 17 MAY 2013//
REF/B/ (SEC)RETARY OF THE ARMY (SECARMY) MEMORANDUM ENSURING THE
QUALITY OF SEXUAL ASSAULT RESPONSE COORDINATORS, SEXUAL ASSAULT
PREVENTION AND RESPONSE VICTIM ADVOCATES AND OTHERS IN
IDENTIFIED POSITIONS OF SIGNIFICANT TRUST AND AUTHORITY, 28 MAY
2013//
REF/C/ARMY REGULATION 600-20 ARMY COMMAND POLICY, 18 MAR 2008
(*RAR 9/20/2012)//
REF/D/ DEPARTMENT OF DEFENSE INSTRUCTION 1402.5 CRIMINAL HISTORY
BACKGROUND CHECKS ON INDIVIDUALS IN CHILD CARE SERVICES, 19 JAN
1993.
REF/E/ PERSONNEL SUITABILITY SCREENING POLICY, 2008//
REF/F/ (SEC)RETARY OF THE ARMY MEMORANDUM ARMY SEXUAL
HARASSMENT/ASSAULT RESPONSE AND PREVENTION STAND-DOWN PLAN
REF/G/ ARMY REGULATION 614-200, ENLISTED ASSIGNMENTS AND
UTILIZATION MANAGEMENT, 11 OCT 2011//
REF/H/ ARMY REGULATION 614-100, OFFICER ASSIGNMENT POLICIES,
DETAILS, AND TRANSFERS, 10 JAN 2006//
REF/I/ ARMY REGULATION 601-1, 10/12/2007, ASSIGNMENT OF ENLISTED
PERSONNEL TO THE U.S. ARMY RECRUITING COMMAND (*RAR 002,
09/06/2011//
REF/J/HQDA EXORD 221-12, 2012 SEXUAL HARASSMENT ASSAULT RESPONSE
AND PREVENTION PROGRAM SYNCHRONIZATION ORDER, 25 JUN 2012//
REF/K/ARMY REGULATION 340-21, THE ARMY PRIVACY PROGRAM, 5 JULY
1985//

1. (U) SITUATION.

1.A. ON 17 MAY 2013, THE (SEC)RETARY OF DEFENSE (SECDEF) SIGNED
A MEMORANDUM DIRECTING THE ARMY TO IMPLEMENT A SEXUAL ASSAULT
PREVENTION AND RESPONSE STAND-DOWN. THE DIRECTIVE CONTAINS THREE
MAJOR REQUIREMENTS FOR THE STAND-DOWN.

1.B. IN ADDITION, ON 28 MAY 2013, THE SECARMY SIGNED A

Encl 4

MEMORANDUM PROVIDING ADDITIONAL GUIDANCE ON THE IMPLEMENTATION OF SCREENING FOR THE SEXUAL ASSAULT RESPONSE COORDINATORS (SARC), SEXUAL HARASSMENT/ASSAULT RESPONSE AND PREVENTION (SHARP) VICTIM ADVOCATES (VA), RECRUITERS, DRILL SERGEANTS AND ADVANCED INDIVIDUAL TRAINING (AIT) PLATOON SERGEANTS.

2. (U) MISSION. NLT 01 JUL 2013 FOR THE ACTIVE COMPONENT AND 01 SEP 2013 FOR THE RESERVE COMPONENT, THE ARMY WILL CONDUCT LEADER ENGAGEMENTS, REFRESHER SHARP TRAINING, AND AN ACTIVE REVIEW OF QUALIFICATIONS FOR CURRENT MILITARY SARCS, SHARP VAS, RECRUITERS, DRILL SERGEANTS AND AIT PLATOON SERGEANTS. THE ARMY WILL IMPLEMENT BROADENED SCREENING CRITERIA IN ACCORDANCE WITH (SEC)RETARY OF THE ARMY 28 MAY 2013 MEMORANDUM NLT 15 OCT 13, IN ORDER TO ENSURE THE BEST QUALIFIED ARE ASSIGNED TO THESE SPECIAL POSITIONS OF TRUST.

3. (U) EXECUTION.

3.A. INTENT. THIS ORDER INCORPORATES BOTH THE SECDEF AND SECARMY GUIDANCE. THE INTENT IS THREEFOLD. (1) TO PROVIDE GUIDANCE ON THE IMMEDIATE RECORDS REVIEW OF EXISTING SARC, SHARP VA, RECRUITERS, DRILL SERGEANTS AND AIT PLATOON SERGEANTS AND THE IMPLEMENTATION OF BROADENED SCREENING REQUIREMENTS; (2) PROVIDE GUIDANCE ON THE REFRESHER TRAINING FOR SARCS, SHARP VAS, RECRUITERS, DRILL SERGEANTS AND AIT PLATOON SERGEANTS AND THE LEADER ENGAGEMENT FOR THE TOTAL FORCE; (3) PROVIDE GUIDANCE ON INITIAL ACTIONS TO INSTITUTIONALIZE SCREENING PROCESSES, POLICIES AND PROCEDURES FOR POSITIONS OF TRUST AND AUTHORITY.

3.B. CONCEPT OF OPERATION. THE ARMY WILL IMPLEMENT THESE REQUIREMENTS IN THREE PHASES. THIS ORDER WILL ONLY COVER THE SCREENING OF MILITARY PERSONNEL IN PHASE I. FUTURE FRAGOS WILL PROVIDE GUIDANCE ON PHASES II AND III.

3.B.1. PHASE I BEGINS UPON RECEIPT OF THIS ORDER.

3.B.1.A. IN PHASE I, THE ARMY WILL CONDUCT A REVIEW OF QUALIFICATIONS OF MILITARY SARCS AND SHARP VAS IN THE ACTIVE COMPONENT, NATIONAL GUARD AND ARMY RESERVE (BOTH COLLATERAL AND FULL-TIME). RECRUITERS, DRILL SERGEANTS AND AIT PLATOON SERGEANTS IN THE ACTIVE COMPONENT AND UNITED STATES ARMY RESERVE WILL NOT REQUIRE ANY NEW OR ADDITIONAL SCREENINGS, BUT RATHER A VALIDATION THAT ALL REQUIRED CHECKS WERE ACCOMPLISHED AND QUALIFICATIONS WERE MET BASED ON CURRENT CRITERIA AND QUALIFICATIONS. ADDITIONALLY, FOR FULL-TIME SARCS AND VAS, THE ARMY WILL IMPLEMENT BROADENED SCREENING CRITERIA. NATIONAL GUARD SCREENING FOR RECRUITERS AND BROADENED SCREENING FOR RESERVE COMPONENT FULL-TIME SARCS AND VAS WILL BE ADDRESSED IN A FOLLOW-ON FRAGO. CIVILIAN EMPLOYEES AND MILTECHS IN THESE POSITIONS

WILL BE ADDRESSED IN A FOLLOW-ON FRAGO.

3.B.1.B. ALL ARMY ORGANIZATIONS WILL CONDUCT REFRESHER SHARP TRAINING FOR SARCS, SHARP VAS, RECRUITERS, DRILL SERGEANTS AND AIT PLATOON SERGEANTS IN ALL COMPOS (MILITARY AND CIVILIAN). TRAINING WILL BE COMMANDER/CIVILIAN SUPERVISOR LED AND DISCUSSION BASED. ALL ARMY ORGANIZATIONS WILL CONDUCT LEADER ENGAGEMENT WITH ALL SOLDIERS AND CIVILIANS ON SPECIFIC SHARP RELATED TOPICS. ENGAGEMENTS WILL BE SMALL GROUP DISCUSSION VERSUS LARGE ONE-WAY FORUMS. PHASE I WILL END ON OR ABOUT 1 SEP 13.

3.B.1.C. PHASE II, WHICH WILL EXPAND BROADENED SCREENING AND IMPLEMENT BEHAVIORAL HEALTH INTERVIEWS FOR ALL SARCS, SHARP VAS, RECRUITERS, DRILL SERGEANTS AND AIT PLATOON SERGEANTS, WILL BE COVERED IN A FOLLOW-ON FRAGO.

3.B.1.D. PHASE III, WHICH WILL UPDATE POLICY, ESTABLISH DEPARTMENT-WIDE WORKGROUPS AND LESSONS LEARNED ANALYSIS, AND PROVIDE GUIDANCE TO THE FIELD ON FREQUENCY OF RESCREENING REQUIREMENTS, WILL BE COVERED IN A FOLLOW-ON FRAGO.

3.C. TASKS TO ARMY STAFF AND SUBORDINATE ORGANIZATIONS.

3.C.1. HQDA G-1.

3.C.1.A. IN COORDINATION WITH DA FOIA AND PRIVACY OFFICE, DEVELOP A CENTRAL REPORTING MECHANISM THAT IS IN COMPLIANCE WITH THE PRIVACY ACT AND THE ARMY PRIVACY PROGRAM AS ESTABLISHED IN REF K, THAT CONSOLIDATES ALL RESULTS OF THIS, AND FUTURE, RECORDS REVIEWS ON AN INSTALLATION-BY-INSTALLATION BASIS, AND ENSURE THAT THE RESULTS INCLUDE A BY-NAME CONFIRMATION THAT THE RECORDS REVIEW HAS BEEN COMPLETED, A LISTING OF THE RECORDS REVIEWED, AND THE RESULTING SUITABILITY DETERMINATION. REPORTING MECHANISM SHALL INCLUDE THE BEHAVIORAL HEALTH INTERVIEW PROCESS. DEVELOP A LONG TERM SOLUTION NLT 1 OCT 13.

3.C.1.B. PROVIDE RECOMMENDATIONS ON THE ROLES, RESPONSIBILITIES, AND QUALIFICATIONS OF THE SARC AND SHARP VA THROUGH THE ASSISTANT (SEC)RETARY OF THE ARMY MANPOWER AND RESERVE AFFAIRS (ASA(M&RA)) TO THE (SEC)RETARY OF THE ARMY NLT 1 JUL 13.

3.C.1.C. DEVELOP AND STAFF A RAPID ACTION REVISION OF AR 600-20 ARMY COMMAND POLICY TO INCLUDE UPDATED QUALIFICATION AND SCREENING CRITERIA FOR SARC AND SHARP VA POSITIONS.

3.C.1.D. UPDATE PERSONNEL SUITABILITY SCREENING POLICY TO INCLUDE BROADENED SCREENING CRITERIA FOR RECRUITERS, DRILL SERGEANTS AND AIT PLATOON SERGEANTS AND ADDITIONALLY ADD SARCS AND SHARP VAS TO THIS POLICY.

3.C.1.E. DEVELOP AND STAFF RAPID ACTION REVISIONS OF AR 614-200, ENLISTED ASSIGNMENTS AND UTILIZATION MANAGEMENT; AR 614-100, OFFICER ASSIGNMENT POLICIES, DETAILS, AND TRANSFERS; AND AR 601-1, ASSIGNMENT OF ENLISTED PERSONNEL TO THE U.S. ARMY RECRUITING

COMMAND TO REFLECT THE CHANGES IN SCREENING REQUIREMENTS.
3.C.1.F. IN CONJUNCTION WITH HQDA G-2, ASSESS WHETHER THE DEPARTMENT OF DEFENSE CONSOLIDATED ADJUDICATION FACILITY (DODCAF) MAY SUPPORT HUMAN RESOURCES COMMAND CENTRALIZED BROADENED SCREENING BY CONDUCTING ADDITIONAL PERSONNEL SECURITY FILE SCREENINGS FOR SARC AND SHARP VAS. IF SUPPORT IS POSSIBLE, UPDATE APPLICABLE MEMORANDA OF AGREEMENT WITH DODCAF.

3.C.2. HQDA G-2.

3.C.2.A. ASSIST HQDA G-1 IN THEIR ASSESSMENT OF DODCAF ABILITY TO SUPPORT HRC AND, IF POSSIBLE, ASSIST IN UPDATING APPLICABLE MEMORANDA OF AGREEMENT WITH DODCAF.

3.C.3. HUMAN RESOURCES COMMAND.

3.C.3.A. INSPECT AVAILABLE RECORDS TO VALIDATE THAT PROPER BACKGROUND SCREENINGS WERE COMPLETED PRIOR TO APPOINTMENT FOR ALL ACTIVE DUTY AND ARMY RESERVE RECRUITERS, DRILL SERGEANTS AND AIT PLATOON SERGEANTS (PHASE I). DO NOT RESCREEN, BUT RATHER INSPECT RECORDS TO ENSURE ALL PROPER SCREENING WAS COMPLETE. WHERE THERE IS NO RECORD OF A VALID AND COMPLETE BACKGROUND SCREENING, INITIATE A NEW BACKGROUND SCREENING AND CORRECT ANY SHORTCOMINGS. COMPLETE REVIEW OF SCREENING NLT 25 JUN 13.

3.C.3.B. PROVIDE A CONSOLIDATED COMPLETE REPORT ON RECRUITERS, DRILL SERGEANTS AND AIT PLATOON SERGEANTS TO HQDA G-1 NLT 28 JUN 13. REPORT FORMAT IS AT [HTTPS://WWW.US.ARMY.MIL/SUITE/FILES/35558988](https://www.us.army.mil/suite/files/35558988).

3.C.3.C. CONDUCT CENTRALIZED BACKGROUND SCREENING USING THE CHECKLIST AT ANNEX A (PART 3) FOR ACTIVE COMPONENT BRIGADE FULL TIME SARC AND SHARP VAS. COMPLETE SCREENING AND PROVIDE FINDINGS TO THE GENERAL OFFICER APPOINTING/REMOVAL AUTHORITY FOR ADJUDICATION NLT 25 JUN 13.

3.C.4. THE INSPECTOR GENERAL.

3.C.4.A. ON ORDER, AFTER COMPLETION OF PHASE I, CONDUCT REVIEW OF COMMAND COMPLIANCE WITH THE TASK TO CONDUCT REFRESHER TRAINER AND LEADER ENGAGEMENT. THIS WILL INCLUDE BOTH A QUALITATIVE AND QUANTITATIVE REVIEW OF THE REFRESHER TRAINING AND LEADER ENGAGEMENTS. THIS IS A PHASE II TASK.

3.C.4.B. SUPPORT THE HRC, USAR AND NGB BROADENED SUITABILITY SCREENS FOR CURRENT AND NOMINATED FULL-TIME MILITARY SARCS AND FULL-TIME/PART-TIME SHARP VAS. THE ARMY IG WILL RELEASE SUMMARIES OF SUBSTANTIATED ALLEGATIONS AGAINST ACTIVE DUTY PERSONNEL TO HRC. HRC MAY IN TURN RELEASE THESE SUMMARIES TO THE ACTIVE DUTY SARC/VA APPOINTING AUTHORITIES, WHO MAY USE THESE ONLY TO DETERMINE SUITABILITY FOR SARC/VA DUTY AND NOT TO SUPPORT ADVERSE ACTION OR FOR ANY OTHER PURPOSE. THE ARMY IG WILL RELEASE SUMMARIES OF SUBSTANTIATED ALLEGATIONS AGAINST

USAR/ARNG PERSONNEL TO THE USAR/NGB G1. THE USAR/NGB G1 MAY IN TURN RELEASE THESE SUMMARIES TO THE USAR/ARNG SARC/VA APPOINTING AUTHORITIES, WHO MAY USE THESE ONLY TO DETERMINE SUITABILITY FOR SARC/VA DUTY AND NOT TO SUPPORT ADVERSE ACTION OR FOR ANY OTHER PURPOSE.

3.C.5. CHIEF, NATIONAL GUARD BUREAU.

3.C.5.A. USE THE CHECKLIST AT ANNEX A (PART ONE ONLY) TO REVIEW THE SCREENING OF ALL MILITARY SARCS AND SHARP VAS (BOTH FULL TIME AND COLLATERAL DUTY) (PHASE I). ENSURE PREVIOUS SCREENINGS USED FOR RECRUITERS ARE REVIEWED. THE INTENT IS NOT TO RESCREEN, BUT RATHER INSPECT RECORDS TO ENSURE ALL PROPER SCREENING WAS COMPLETE AND THEN IDENTIFY AND CORRECT ANY SHORTCOMINGS. SEE COORDINATING INSTRUCTIONS ON STANDARDS FOR LOCAL POLICE CHECKS. FOR SARCS AND SHARP VAS, CURRENT SCREENING STANDARDS ARE OUTLINED IN REFERENCE I. COMPLETE REVIEW OF SCREENING NLT 26 AUG 13.

3.C.5.B. PROVIDE A COMPLETE REPORT TO HQDA G-1 NLT 28 AUG 13. REPORT FORMAT IS AT

[HTTPS://WWW.US.ARMY.MIL/SUITE/FILES/35558988](https://www.us.army.mil/suite/files/35558988).

3.C.5.C. CONDUCT REFRESHER TRAINING FOR ALL SARCS, SHARP VAS, AND RECRUITERS (PHASE I). COMMANDERS WILL LEAD THE TRAINING. SEE COORDINATING INSTRUCTIONS FOR A LIST OF REQUIRED TRAINING. A LIST OF TRAINING REFERENCES CAN BE FOUND AT ANNEX B.

3.C.5.D. REFRESHER TRAINING MUST BE COMPLETE NLT 26 AUG 2013. PROVIDE A MEMORANDUM SIGNED BY A GENERAL OFFICER OR EQUIVALENT CERTIFYING COMPLETION OF THE TRAINING NLT 28 AUG 2013 TO HQDA G-1.

3.C.5.E. CONDUCT LEADER ENGAGEMENT ACROSS THE TOTAL FORCE WITH ALL SOLDIERS AND CIVILIANS. COMMANDERS AND SUPERVISORS WILL CONDUCT THESE ENGAGEMENTS IN SMALL GROUPS. SEE COORDINATING INSTRUCTIONS FOR A LIST OF REQUIRED LEADER ENGAGEMENT TOPICS. REFERENCES FOR THESE ENGAGEMENTS CAN BE FOUND IN ANNEX C. SEE 3.D.20. FOR LABOR UNION CONSIDERATIONS.

3.C.5.F. LEADER ENGAGEMENT MUST BE COMPLETE NLT 26 AUG 2013. PROVIDE A MEMORANDUM SIGNED BY A GENERAL OFFICER OR EQUIVALENT CERTIFYING COMPLETION OF THE ENGAGEMENTS TO ALL SOLDIERS AND CIVILIAN EMPLOYEES NLT 28 AUG 2013 TO HQDA G-1.

3.C.6. COMMANDING GENERALS, ARMY COMMANDS (ACOM), COMMANDERS, ARMY SERVICE COMPONENT COMMANDS (ASCC), AND COMMANDERS, DIRECT REPORTING UNITS (DRU).

3.C.6.A. CONDUCT REVIEW (PHASE I). USE THE CHECKLIST AT ANNEX A (PART ONE) TO REVIEW THE SCREENING OF ALL SARCS AND SHARP VAS (BOTH FULL TIME AND COLLATERAL DUTY). THE INTENT IS NOT TO RESCREEN, BUT RATHER INSPECT RECORDS TO ENSURE ALL PROPER SCREENING WAS COMPLETE AND THEN IDENTIFY AND CORRECT ANY

SHORTCOMINGS. SEE COORDINATING INSTRUCTIONS ON STANDARDS FOR LOCAL POLICE CHECKS. FOR SARCS AND SHARP VAS, CURRENT SCREENING STANDARDS ARE OUTLINED IN REFERENCE J. COMPLETE ACTIVE DUTY REVIEW OF SCREENING NLT 25 JUN 13 AND THE RESERVE COMPONENT REVIEW NLT 26 AUG 13.

3.C.6.B. CONDUCT PHASE I LOCAL BROADENED SCREENING, FOR ACTIVE, FULL-TIME BRIGADE SARC AND SHARP VAS, (USE PART 2 OF ANNEX A). BROADENED SCREENING INCLUDES: ARMY SUBSTANCE ABUSE PROGRAM (ASAP) FILES AND FAMILY ADVOCACY/THE ARMY CENTRAL REGISTRY. FOR ACTIVE DUTY FULL-TIME SARC AND SHARP VAS, COMPLETE THE LOCAL BROADENED SCREENING NLT 25 JUN 13. GUIDANCE ON THE RESERVE COMPONENT BROADENED SCREENING WILL BE COVERED IN FUTURE FRAGOS.

3.C.6.C. GO/SES APPOINTING/REMOVAL OFFICIALS FOR SARCS AND FIRST GO/SES IN CHAIN OF COMMAND FOR VAS MUST REVIEW THE SCREENING RESULTS FOR ALL SARCS AND VAS. SEE COORDINATING INSTRUCTIONS FOR ACTIONS REQUIRED IF DEROGATORY INFORMATION IS FOUND.

3.C.6.D. GO/SES APPOINTING/REMOVAL OFFICIALS FOR FULL-TIME BRIGADE SARCS AND FIRST GO/SES IN CHAIN OF COMMAND FOR FULL-TIME BRIGADE SHARP VAS MUST REVIEW INPUT FROM HUMAN RESOURCES COMMAND CENTRALIZED BACKGROUND SCREENING, BROADENED LOCAL SCREENING AND REVIEW OF PREVIOUS LOCAL SCREENING (USE CHECKLIST AT ANNEX A). SEE COORDINATING INSTRUCTION FOR ACTIONS REQUIRED IF DEROGATORY INFORMATION IS FOUND.

3.C.6.E. PROVIDE A CONSOLIDATED COMPLETE REPORT TO HQDA G-1 NLT 28 JUN 13. REPORT FORMAT IS AT [HTTPS://WWW.US.ARMY.MIL/SUITE/FILES/35558988](https://www.us.army.mil/suite/files/35558988).

3.C.6.F. CONDUCT PHASE I REFRESHER TRAINING FOR ALL SARCS AND SHARP VAS. COMMANDERS/CIVILIAN SUPERVISOR WILL LEAD THE TRAINING. SEE COORDINATING INSTRUCTIONS FOR A LIST OF REQUIRED TRAINING TOPICS. TRAINING REFERENCES FOR THIS TRAINING CAN BE FOUND IN ANNEX B.

3.C.6.G. COMPLETE REFRESHER TRAINING NLT 26 JUN 2013 FOR THE ACTIVE COMPONENT (AC) AND 26 AUG 2013 FOR THE RESERVE COMPONENT (RC). PROVIDE A MEMORANDUM SIGNED BY A GENERAL OFFICER OR EQUIVALENT CERTIFYING COMPLETION OF THE TRAINING NLT 28 JUN 2013 FOR THE AC AND 28 AUG 2013 FOR THE RC TO HQDA G-1.

3.C.6.H. CONDUCT LEADER ENGAGEMENT ACROSS THE TOTAL FORCE WITH ALL SOLDIERS AND CIVILIANS. COMMANDERS AND SUPERVISORS WILL CONDUCT THESE ENGAGEMENTS IN SMALL GROUPS. SEE COORDINATING INSTRUCTIONS FOR A LIST OF REQUIRED LEADER ENGAGEMENT TOPICS. REFERENCES FOR THESE ENGAGEMENTS CAN BE FOUND IN ANNEX C. SEE 3.D.20. FOR LABOR UNION CONSIDERATIONS.

3.C.6.I. LEADER ENGAGEMENT MUST BE COMPLETE NLT 26 JUN 2013 FOR THE AC AND 26 AUG 2013 FOR THE RC. PROVIDE A MEMORANDUM SIGNED BY A GENERAL OFFICER OR EQUIVALENT CERTIFYING COMPLETION OF THE ENGAGEMENTS TO ALL SOLDIERS AND CIVILIAN EMPLOYEES NLT 28 JUN 2013 FOR THE AC AND 28 AUG 2013 FOR THE RC TO HQDA G-1.

3.C.7. COMMANDER, TRAINING AND DOCTRINE COMMAND.

3.C.7.A. IN PHASE I, CONDUCT REFRESHER TRAINING FOR ALL RECRUITERS (ACTIVE AND RESERVE), DRILL SERGEANTS AND AIT PLATOON SERGEANTS. COMMANDERS WILL LEAD THE TRAINING. SEE COORDINATING INSTRUCTIONS FOR A LIST OF REQUIRED TRAINING TOPICS. TRAINING REFERENCES FOR REFRESHER TRAINING CAN BE FOUND IN ANNEX B.

3.C.7.B. REFRESHER TRAINING MUST BE COMPLETE NLT 26 JUN 2013. PROVIDE A MEMORANDUM SIGNED BY A GENERAL OFFICER OR EQUIVALENT CERTIFYING COMPLETION OF THE TRAINING FOR AC RECRUITERS NLT 28 JUN 2013 AND RESERVE RECRUITERS NLT 28 AUG 13 TO HQDA G-1. THIS CERTIFICATION MEMORANDUM CAN BE COMBINED WITH OTHER REFRESHER TRAINING REQUIREMENTS IN THE COMMAND.

3.D. COORDINATING INSTRUCTIONS.

3.D.1. REPORTS WILL BE SUBMITTED UTILIZING THE ARMY'S SAFE ACCESS FILE EXCHANGE (SAFE) WEB APPLICATION [HTTPS://SAFE.AMRDEC.ARMY.MIL/SAFE](https://safe.amrdec.army.mil/safe). EMAIL WILL NOT BE USED FOR TRANSMITTING PERSONALLY IDENTIFIABLE INFORMATION. THE RECIPIENT LIST IN THE SAFE WEB APPLICATION SHOULD INCLUDE SARAH.A.BERCAW.CIV@MAIL.MIL (SARAH BERCAW, 703-693-3727) AND ALLISON.L.STEWART2.MIL@MAIL.MIL (LTC ALLISON STEWART, 703-571-5345). PLEASE PROVIDE A CONTACT PHONE NUMBER IN THE DESCRIPTION AND SELECT "REQUIRE CAC FOR PICKUP". ONCE THE FILE IS UPLOADED, THE SAFE WEB APPLICATION WILL NOTIFY THE RECIPIENTS.

3.D.2. FUTURE FRAGOS WILL COVER PHASE II AND III REQUIREMENTS TO ENSURE ALL SECARMY AND SECDEF REQUIREMENTS ARE MET. LONG TERM SCREENING PROCEDURES WILL BE INCORPORATED INTO REVISIONS OF APPLICABLE ARMY REGULATIONS.

3.D.3. THIS INITIAL ORDER ONLY COVERS THE SCREENING OF SOLDIERS IN SARC AND VA POSITIONS. CIVILIAN SCREENING WILL BE COVERED IN FUTURE FRAGOS.

3.D.4. HRC WILL OVERSEE ALL CENTRALIZED SCREENING. FOR ISSUES REGARDING CENTRALIZED SCREENING, CONTACT HRC AT USARMY.KNOX.HRC.MBX.EPMD-EBSS@MAIL.MIL, PHONE 502-613-5859. A FUTURE FRAGO WILL OUTLINE HOW THE CENTRALIZED SCREENING IS CONDUCTED FOR THE RESERVE COMPONENT.

3.D.5. AUTHORITY TO APPOINT OR REMOVE SARCS IS WITH THE FIRST GENERAL OFFICER OR MEMBER OF THE SENIOR EXECUTIVE SERVICE IN THE SARC POSITION'S CHAIN OF COMMAND. AUTHORITY TO APPOINT A SHARP VA IS THE BRIGADE COMMANDER, OR HIS OR HER EQUIVALENT-LEVEL COMMANDER OR CIVILIAN SUPERVISOR (SERVING IN A GRADE NO LOWER THAN COLONEL OR GS-15), WITH COGNIZANCE OVER THE POSITION; HOWEVER, REMOVAL AUTHORITY FOR SHARP VAS (AND WAIVER AUTHORITY FOR DEROGATORY INFORMATION) IS WITH THE FIRST GENERAL OFFICER OR SES IN THE CHAIN OF COMMAND/RESPONSIBILITY. DESIGNATION AS AN

APPOINTING AUTHORITY MAY NOT BE TRANSFERRED OR DELEGATED. SEE ANNEX F FOR MATRIX SUMMARIZING THESE AUTHORITIES.

3.D.6. FOR THE RESERVE COMPONENT, DEROGATORY INFORMATION WILL BE RELEASED TO THE NATIONAL GUARD BUREAU G-1 AND TO THE USARC G-1. THE USAR/NGB G1 MAY IN TURN RELEASE THESE SUMMARIES TO THE USAR/ARNG SARC/VA APPOINTING AUTHORITIES, WHO MAY USE THESE ONLY TO DETERMINE SUITABILITY FOR SARC/VA DUTY AND NOT TO SUPPORT ADVERSE ACTION OR FOR ANY OTHER PURPOSE.

3.D.7. CG, HRC IS THE APPOINTMENT AUTHORITY AND WAIVER AUTHORITY FOR ALL RECRUITERS, DRILL SERGEANTS AND AIT PLATOON SERGEANTS. THE REMOVAL AUTHORITY FOR DRILL SERGEANTS AND AIT PLATOON SERGEANTS IS CG, TRADOC AND FOR RECRUITERS IS CG, USAREC.

3.D.8. DCS G-1 IS THE WAIVER AUTHORITY FOR RANK REQUIREMENTS FOR SARC AND VAS.

3.D.9. WAIVERABLE AND NON-WAIVERABLE OFFENSES ARE LISTED IN ANNEX D TYPE I / TYPE II OFFENSES.

3.D.10. IF, UPON COMPLETION OF BROADENED LOCAL OR CENTRALIZED BACKGROUND SCREENING, A TYPE I, OR NON-WAIVERABLE, OFFENSE IS DISCOVERED, PERSONNEL CONDUCTING THE SCREENING MUST INFORM THE GENERAL OFFICER REMOVAL AUTHORITY. REMOVAL AUTHORITY MUST IMMEDIATELY REMOVE THE SARC, SHARP VA, RECRUITER, DRILL SERGEANT OR AIT PLATOON SERGEANT FROM THEIR DUTIES. FOR THOSE NOT IN THE POSITION YET, FURTHER SCREENING WILL CEASE AND THE APPOINTING OFFICIAL SHOULD NOMINATE A REPLACEMENT.

3.D.11. IF A SCREENING ITEM IS MISSING DURING THE INITIAL RECORDS REVIEW, THE SCREENING MUST BE DONE IMMEDIATELY. IF THE MISSING SCREENING ITEM CANNOT BE COMPLETED IMMEDIATELY, THE APPOINTING AUTHORITY WILL DETERMINE WHETHER TO TEMPORARILY SUSPEND THE INDIVIDUAL UNTIL THE SCREENING IS COMPLETE.

3.D.12. IF A TYPE II OR WAIVERABLE OFFENSE IS FOUND, THE REMOVAL AUTHORITY WILL DETERMINE WHETHER TO WAIVE THE DEROGATORY INFORMATION. IF A WAIVER IS NOT GRANTED, THE REMOVAL AUTHORITY MUST IMMEDIATELY REMOVE THE SARC, SHARP VA, RECRUITER, DRILL SERGEANT OR AIT PLATOON SERGEANT FROM THEIR DUTIES. FOR THOSE NOT IN THE POSITION YET, FURTHER SCREENING WILL CEASE AND THE APPOINTING OFFICIAL SHOULD NOMINATE A REPLACEMENT. IF A WAIVER IS GRANTED, THE REMOVAL AUTHORITY WILL SIGN A MEMORANDUM FOR RECORD ARTICULATING THE RATIONALE FOR THE WAIVER AND WHY THE INDIVIDUAL IS STILL THE BEST SUITED TO SERVE IN THAT POSITION.

3.D.13. ANY COMMANDER OR SUPERVISOR CONTEMPLATING ADVERSE ACTION AS THE RESULT OF COMPLIANCE WITH THIS ORDER WILL CONSULT WITH HIS/HER SERVICING LEGAL ADVISOR BEFORE TAKING ACTION.

3.D.14. IF A GAP IN SARC OR VA SERVICES IS CREATED BY A SUSPENSION OF A SARC OR SHARP VA, THE COMMAND SHOULD WORK TO DEVELOP A MITIGATION STRATEGY IN CONJUNCTION WITH DCS G-1 TO ENSURE VICTIM CARE IS NOT DEGRADED.

3.D.15. A BY-PHASE MATRIX OF ALL CENTRALIZED BACKGROUND

SCREENING AND BROADENED LOCAL SCREENING REQUIREMENTS IS PROVIDED IN ANNEX F.

3.D.16. FUTURE FRAGOS WILL ADDRESS BEHAVIORAL HEALTH REQUIREMENTS. COMMANDS SHOULD AWAIT GUIDANCE BEFORE TAKING ANY ACTION ON THESE INTERVIEWS.

3.D.17. DEPARTMENT OF JUSTICE SEX OFFENDER REGISTRY CAN BE CHECKED AT [HTTP://WWW.NSOPW.GOV](http://www.nsopw.gov).

3.D.18. FOR INITIAL SCREENING ONLY, REFERENCE B AND THIS EXORD WILL SERVE AS AUTHORITY TO RELEASE ADVERSE INFORMATION ON SARCS AND SHARP VA CANDIDATES TO ARMY HUMAN RESOURCES COMMAND, UNITED STATES ARMY RESERVE G-1 AND THE ARMY NATIONAL GUARD G-1. AUTHORITY FOR FUTURE SCREENING WILL BE INCORPORATED INTO APPLICABLE REGULATIONS.

3.D.19. LOCAL POLICE CHECKS IN THE PAST HAVE BEEN ACCOMPLISHED IN MULTIPLE WAYS. TO CONDUCT LOCAL POLICE CHECKS IN A STANDARD MANNER, THE INSTALLATION PROVOST MARSHAL (PM)/DEPARTMENT OF EMERGENCY SERVICES (DES), MUST CHECK THE NAME OF THE SARC AND SHARP VA AGAINST THE STATE LAW ENFORCEMENT DATABASES TO DETERMINE IF THEY HAVE RECORDS OF CRIMINAL OFFENSES AND/OR MOVING VIOLATIONS. THE PM/DES MUST QUERY THEIR AVAILABLE STATE POLICE DATABASES WHERE THE APPLICANT RESIDED DURING THE 2 YEARS PRECEDING THE DATE OF THE SCREENING. IF THE APPLICANT RESIDED IN MORE THAN ONE STATE DURING THE PREVIOUS 2 YEARS, A STATE POLICE RECORD CHECK MUST BE CONDUCTED FOR EACH STATE WHERE PERMITTED BY STATE LAW AND ACCESS IS AVAILABLE TO THE PM/DES.

3.D.20. ACTIVITIES SHOULD COORDINATE WITH THEIR SERVICING CIVILIAN PERSONNEL ADVISORY CENTER (CPAC) TO DETERMINE ASSOCIATED LABOR RELATIONS OBLIGATIONS WITH THIS EFFORT PRIOR TO SCHEDULING OR IMPLEMENTATION.

3.D.21. COMMANDER/CIVILIAN SUPERVISOR LEAD REFRESHER TRAINING WILL INCLUDE, AT A MINIMUM: LEADERSHIP, PROFESSIONAL ETHICS AND THE WARRIOR ETHOS; THE APPLICATION OF ARMY VALUES AND HOW THEY RELATE TO THE PREVENTION AND RESPONSE TO SEXUAL HARASSMENT AND SEXUAL ASSAULT; PRIVACY AND SENSITIVITY WITH VICTIM REPORTS; TRUST AND AUTHORITY INHERENT TO DUTY POSITION; AND EXAMPLES OF HOW SEXUAL HARASSMENT AND ASSAULT DEGRADE ARMY READINESS AND COHESION. THE INTENDED OUTCOME OF THIS TRAINING CAN BE FOUND IN REFERENCE A.

3.D.22. REFRESHER TRAINING IS INTENDED TO BE INTERACTIVE DISCUSSION-BASED RATHER THAN POWERPOINT DRIVEN. COMMANDERS/CIVILIAN SUPERVISORS ARE EXPECTED TO TAKE PROVIDED TRAINING REFERENCES AND DEVELOP A TRAINING PLAN THAT IS MEANINGFUL TO THEIR PERSONNEL. THERE IS NO TIME REQUIREMENTS ASSOCIATED WITH THIS TRAINING; HOWEVER, COMMANDERS/CIVILIAN SUPERVISORS MUST COVER THE REQUIRED TOPICS LISTED ABOVE.

3.D.23. LEADER ENGAGEMENT, AT A MINIMUM, WILL ADDRESS THE FOCUS AND OPERATION OF THE ARMY SHARP PROGRAM AND I. A.M. (INTERVENE,

ACT, MOTIVATE) STRONG SEXUAL HARASSMENT/ASSAULT RESPONSE AND PREVENTION CAMPAIGN; INDIVIDUAL RESPONSIBILITY AND ACCOUNTABILITY FOR MAINTAINING A CLIMATE OF DIGNITY AND RESPECT; IMPORTANCE OF INCULCATING ARMY VALUES IN DAILY OPERATIONS AND HOW THOSE VALUES RELATE TO THE PREVENTION AND RESPONSE TO SEXUAL HARASSMENT AND SEXUAL ASSAULT; POTENTIAL CONSEQUENCES FOR SEXUALLY BASED OFFENSES AND EXAMPLES OF HOW SEXUAL HARASSMENT AND SEXUAL ASSAULT ADVERSELY IMPACT OUR ARMY. THE INTENDED OUTCOME OF THIS ENGAGEMENT CAN BE FOUND IN REFERENCE A.

3.D.24. DURING DISCUSSION OF POTENTIAL CONSEQUENCES FOR SEXUALLY BASED OFFENSES, COMMANDER/SUPERVISORS MUST TAKE CARE TO AVOID POTENTIAL UNLAWFUL COMMAND INFLUENCE. CONSULT SERVICING LEGAL ADVISOR IF NECESSARY.

3.D.25. LEADER ENGAGEMENTS ARE INTENDED TO BE COMMANDER OR SUPERVISOR-LED AND SMALL GROUP DISCUSSION-BASED RATHER THAN LARGE GROUP BRIEFINGS RELYING ON ONE-WAY COMMUNICATION. COMMANDERS/CIVILIAN SUPERVISORS SHOULD WORK WITH THEIR SARC, EQUAL OPPORTUNITY ADVISORS, SHARP PROGRAM MANAGERS, AND STAFF JUDGE ADVOCATES TO PREPARE FOR THEIR ENGAGEMENTS.

3.D.26. ACTIVITIES ARE REMINDED THAT DA CIVILIANS MAY BE EXCUSED FROM REFRESHER TRAINING IF THEY BELIEVE THE TRAINING IS OFFENSIVE OR MAY BE EMOTIONALLY OR PSYCHOLOGICALLY STRESSFUL TO THEM. MANAGERS AND SUPERVISORS WHO EXCUSE DA CIVILIANS FROM THE TRAINING WILL OFFER THOSE EMPLOYEES ALTERNATIVES TO THE TRAINING SUCH AS WRITTEN MATERIALS.

3.D.27. OVERSEAS AND DEPLOYED COMMANDS WILL COORDINATE LEADER ENGAGEMENT AND REFRESHER TRAINING FOR ALL UNITS IN THE FOOTPRINT OR AREA OF RESPONSIBILITY (ALL COMPONENTS).

3.D.28. OFFICE OF THE ADMINISTRATIVE ASSISTANT (OAA), IN CONJUNCTION WITH THE DIRECTOR OF THE ARMY STAFF WILL COORDINATE THE ARMY STAFF'S INPUT.

3.D.29. A SMALL GROUP FOR THIS ORDER IS APPROXIMATELY 25 PEOPLE OR LESS.

3.D.30. PRIOR TO APPOINTMENT OF ANY FULL-TIME BRIGADE SARC OR SHARP VA AFTER THE PUBLICATION OF THIS ORDER, NOMINEES MUST UNDERGO BOTH CENTRALIZED BACKGROUND SCREENING AND THE BROADENED LOCAL SCREENING OUTLINED IN ANNEX A. COMPLETE PROCEDURES WILL BE ADDRESSED IN A SUBSEQUENT FRAGO.

3.D.31. ALL SUSPENSE DATES ARE OUTLINED IN ANNEX G.

4. (U) SUSTAINMENT. NOT USED.

5. (U) COMMAND AND SIGNAL. THE POINT OF CONTACT FOR THIS ORDER IS MS. SARAH BERCAW, 703-693-3727, SARAH.A.BERCAW.CIV@MAIL.MIL.

6. (U) EXPIRATION DATE OF THIS MESSAGE CANNOT BE DETERMINED.

ANNEX D: TYPE I AND TYPE II REPORTS OF UNFAVORABLE INFORMATION OR OFFENSES

****THESE CRITERIA APPLY TO MILITARY ONLY****

TYPE I REPORTS: REPORTS OF UNFAVORABLE INFORMATION, OFFENSES, OR DISQUALIFYING CONDITIONS RESULTING IN MANDATORY PERMANENT DISQUALIFICATION FOR APPOINTMENT OR RETENTION AS A SARC, SHARP VA, RECRUITER, DRILL SERGEANT OR AIT PLATOON SERGEANT.

1. ANY CREDIBLE EVIDENCE OF CRIMINAL ACTIVITY INVOLVING A SEXUAL HARASSMENT; SEXUAL ASSAULT (ARTICLE 80, 120, AND 125); FAMILY MEMBER OR CHILD ABUSE; PANDERING; PROSTITUTION; ANY CRIMINAL OFFENSE RELATED TO PORNOGRAPHY (EXCEPT ARTICLE 92 VIOLATIONS) INCEST, BESTIALITY, ADULTERY, SEXUAL ACTIVITY WITH A SUBORDINATE OR FRATERNIZATION, STALKING.
2. CREDIBLE EVIDENCE OF CRIMINAL ACTIVITY INVOLVING DRUG ABUSE (USE, POSSESSION, DISTRIBUTION, MANUFACTURING), TO INCLUDE PRESCRIPTION MEDICATION AND SYNTHETIC DRUGS
3. ADVERSELY ADJUDICATED ACTION INVOLVING LARCENY/THEFT/FRAUD
4. ANY COURT-MARTIAL CONVICTION IN A SOLDIER'S CAREER
5. CONDUCT IN VIOLATION OF ARMY'S POLICY REGARDING PARTICIPATION IN EXTREMIST ORGANIZATIONS OR ACTIVITIES
6. ANY RELIEF FOR CAUSE NCOER OR OER
7. PREVIOUS SEPARATION FROM ANY SERVICE FOR ANY TYPE I OFFENSE OR MULTIPLE TYPE II OFFENSES
8. CURRENTLY FLAGGED, BARRED TO REENLISTMENT, OR CODED WITH ANY INFORMATION INDICATING LEGAL INVESTIGATION IS UNDERWAY
9. REPEAT OFFENDER (OR COMBINATION OF) TYPE TWO OFFENSES
10. PENDING MEB/PEB/MAR2.

TYPE II REPORTS: REPORTS OF UNFAVORABLE INFORMATION OR OFFENSES THAT HAVE OCCURRED IN THE LAST 5 YEARS, OR OTHER DISQUALIFYING CONDITIONS. THESE MAY BE WAIVED BY RESPONSIBLE APPOINTMENT AUTHORITY. AS EXPLAINED IN PARAGRAPH 3.D.12, IF WAIVER IS APPROVED THE REMOVAL AUTHORITY WILL PREPARE AND SIGN A MEMORANDUM FOR RECORD ARTICULATING THE RATIONALE FOR THE WAIVER AND WHY THE INDIVIDUAL IS STILL THE BEST SUITED TO SERVE IN THAT POSITION.

1. ANY SUBSTANTIATED ALCOHOL RELATED INCIDENT TO INCLUDE BUT NOT LIMITED TO OPERATING A MOTOR VEHICLE UNDER THE INFLUENCE OR WHILE ABILITY IS IMPAIRED
2. LARCENY/THEFT BELOW \$100 LEVEL
3. MINOR ASSAULT NOT LISTED IN TYPE I ABOVE.
4. SINGULAR DRUG USE OFFENSE BEYOND FIVE YEARS.
5. MISDEMEANOR LEVEL TRAFFIC OFFENSES (E.G., RECKLESS DRIVING)
6. INITIAL ENLISTMENT WAIVERS FOR DEROGATORY INFORMATION (NOT RELATED TO AN OFFENSE LISTED IN TYPE I)

7. LETTERS OR MEMORANDA OF REPRIMAND FOR OFFENSES OTHER THAN THOSE OFFENSES LISTED ABOVE IN TYPE I.
8. GOOD CONDUCT MEDAL DISQUALIFICATION MEMORANDUMS
9. PREVIOUS REDUCTION IN RANK OR REMOVAL FROM PROMOTION LIST
10. A NO ON ANY ARMY VALUES BLOCK ON NCOER OR OER
11. LINE OF DUTY OR MISCONDUCT REPORTS OF INVESTIGATION FOR OFFENSES OTHER THAN THOSE OFFENSES LISTED ABOVE IN TIER ONE.
12. APFT FAILURE OR NON-COMPLIANCE WITH BODY FAT STANDARDS OF AR 600 WITHIN PAST THREE YEARS
13. REVOKED, DENIED OR SUSPENDED SECURITY CLEARANCE.
14. OTHER UNFAVORABLE INFORMATION: ANY RECORD OF UNFAVORABLE INFORMATION OTHER THAN THE ABOVE IN THE PAST 3 YEARS.