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PAGE 1 OF 5

HQDA EXORD 136-23 INTERIM GUIDANCE PENDING THE IMPLEMENTATION OF THE SEXUAL HARASSMENT TRACKER TOOL IN SMS

Originator: HQDA AOC DAMO ODO OPS AND CONT PLANS WASHINGTON DC

DTG: 211716Z Feb 23

Prec: Priority

ARLINGTON NATIONAL CEMETERY ARLINGTON VA, ARNG NGB COMOPS ARLINGTON VA, ARNG NGB J3 JOC WASHINGTON DC, ARNGRC ARLINGTON VA, ARNGRC WATCH ARLINGTON VA, CDR 5 ARMY NORTH AOC FT SAM HOUSTON TX, CDR ARMY FUTURES COMMAND AUSTIN TX, CDR ATEC ABERDEEN PROVING GROUND MD, CDR FORSCOM DCS G3 CENTRAL TASKING DIV FT BRAGG NC, CDR FORSCOM DCS G3 CURRENT OPS FT BRAGG NC, CDR FORSCOM DCS G3 WATCH OFFICER FT BRAGG NC, CDR MDW J3 FT MCNAIR DC, CDR MDW JFHQ-NCR FT MCNAIR DC, CDR MDW WASHINGTON DC, CDR NETCOM 9THSC FT HUACHUCA AZ, CDR TRADOC CG FT EUSTIS VA, CDR TRADOC DCS G-3-5-7 OPNS CTR FT EUSTIS VA, CDR USARCENT SHAW AFB SC, CDR USAREUR-AF WIESBADEN GE, CDR USASOC COMMAND CENTER FT BRAGG NC, CDR USASOC FT BRAGG NC, CDR USASOC MESSAGE CENTER FT BRAGG NC, CDR3RD ARMY USARCENT WATCH OFFICER SHAW AFB SC, CDRFORSCOM FT BRAGG NC, CDRINSCOM FT BELVOIR VA, CDRINSCOMIOC FT BELVOIR VA, CDRMDW WASHINGTON DC, CDRUSACE WASHINGTON DC, CDRUSACIDC CCIU FT BELVOIR VA, CDRUSAEIGHT G3 CUOPS SEOUL KOR,

To: CDRUSAEIGHT SEOUL KOR, CDRUSAMEDCOM FT SAM HOUSTON TX, CDRUSARC G33 READ FT BRAGG NC, CDRUSARCYBER WATCH OFFICER FT BELVOIR VA, CDRUSARPAC CG FT SHAFTER HI, COMDT USAWC CARLISLE BARRACKS PA, HQ IMCOM FT SAM HOUSTON TX, HQ INSCOM IOC FT BELVOIR VA, HQ SDDC CMD GROUP SCOTT AFB IL, HQ SDDC OPS MSG CNTR SCOTT AFB IL, HQ USARSO FT SAM HOUSTON TX, HQ USARSO G3 FT SAM HOUSTON TX, HQDA ARMY STAFF WASHINGTON DC, HQDA ARMY STAFF WASHINGTON DC, HQDA CSA WASHINGTON DC, HQDA EXEC OFFICE WASHINGTON DC, HQDA IMCOM OPS DIV WASHINGTON DC, HQDA SEC ARMY WASHINGTON DC, HQDA SECRETARIAT WASHINGTON DC, HQDA SURG GEN HEALTH CARE OPS WASHINGTON DC, HQDA SURG GEN WASHINGTON DC, MEDCOM HQ EOC FT SAM HOUSTON TX, NETCOM G3 CURRENT OPS FT HUACHUCA AZ, NGB WASHINGTON DC, SMDC ARSTRAT CG ARLINGTON VA, SMDC ARSTRAT G3 ARLINGTON VA, SUPERINTENDENT USMA WEST POINT NY, USAR AROC FT BRAGG NC, USAR CMD GRP FT BRAGG NC, USAR DCS G33 OPERATIONS FT BRAGG NC, USAR DCS G33 OPERATIONS FT BRAGG NC, USARPAC G3 FWD, USARPAC COMMAND CENTER FT SHAFTER HI

CC: HQDA AOC DAMO ODO OPS AND CONT PLANS WASHINGTON DC, HQDA AOC G3 DAMO CAT OPSWATCH WASHINGTON DC, HQDA AOC G3 DAMO OD DIR OPS READ AND MOB WASHINGTON DC

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SUBJECT: (U) HQDA EXORD 136-23 INTERIM GUIDANCE PENDING THE IMPLEMENTATION OF THE SEXUAL HARASSMENT TRACKER TOOL IN SMS//

(U) REFERENCES:

REF/A/ DEPARTMENT OF DEFENSE INSTRUCTION (DODI) 1020.03 (HARASSMENT PREVENTION AND RESPONSE IN THE ARMED FORCES//
REF/B/ AR 600-20 (ARMY COMMAND POLICY), 24 JULY 2020//

1. (U) SITUATION.

1.A (U) THE SHARP STRATEGIC MANAGEMENT SYSTEM (SMS) IS A PERFORMANCE

MANAGEMENT TOOL AVAILABLE TO ALL ARMY ORGANIZATIONS AND COMPONENTS. SMS IS A WEB-BASED APPLICATION SECURED THROUGH CAC AUTHENTICATION THAT MEETS ARMY NEEDS TO TRACK PERFORMANCE AND MISSION OBJECTIVES ON BOTH CLASSIFIED AND UNCLASSIFIED NETWORKS. ORGANIZATIONS DEFINE THEIR OBJECTIVES, STANDARDS, BRIEFING FORMATS, AND SMS PROVIDES PERFORMANCE

FEEDBACK AND TRACKING. SMS HAS THE ABILITY TO CONNECT TO AUTHORITATIVE DATA SOURCES AND DECREASE ORGANIZATIONAL RESOURCES DEVOTED TO DATA GATHERING TO FOCUS ON ANALYSIS. IMPLEMENTATION OF THE SEXUAL HARASSMENT TRACKER ADDRESSES THE GAPS IDENTIFIED BY THE FORT HOOD

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INDEPENDENT REVIEW COMMITTEE AND THE INDEPENDENT REVIEW COMMISSION TO TRACK THE AGING LIFE-CYCLE OF A SEXUAL HARASSMENT COMPLAINT AND ENSURE COMPLIANCE OF THE REQUIRED TIMELINE.

2. (U) MISSION. EFFECTIVE 1 MAR 2023, SHARP PROFESSIONALS WILL ENTER ALL ANONYMOUS AND FORMAL SEXUAL HARASSMENT COMPLAINTS INTO BOTH THE INTEGRATED CASE REPORTING SYSTEM (ICRS) AND THE SMS SEXUAL HARASSMENT COMPLAINT TRACKING TOOL TO ENSURE POLICY COMPLIANCE, IMPROVE EXECUTION OF REQUIRED RESPONSE ACTIONS, AND TRACK THE AGING LIFE-CYCLE OF COMPLAINTS.

3. (U) EXECUTION:

3.A. (U) INTENT. TO ENSURE COMPLIANCE WITH ALL REGULATORY REQUIREMENTS RELATED TO THE INVESTIGATION AND HANDLING OF SEXUAL HARASSMENT COMPLAINTS, LEAD SARCS AND SUPPORTING AGENCIES WILL IMPLEMENT THE USE OF THE SMS SEXUAL HARASSMENT COMPLAINT TRACKER TOOL

AT THEIR INSTALLATIONS IN ORDER TO MAINTAIN PROPER OVERSIGHT OF ALL FORMAL AND ANONYMOUS SEXUAL HARASSMENT COMPLAINTS AND ENFORCE COMMANDERS ACCOUNTABILITY FOR THE REQUIREMENTS IN THE COMPLAINT PROCESS.

3.A.1. (U) KEY TASKS.

3.A.1.A. (U) SENIOR COMMANDERS WILL USE THE SMS SEXUAL HARASSMENT COMPLAINT TRACKER AT QUARTERLY SEXUAL ASSAULT RESPONSE TEAM (Q-SART) MEETINGS FOR REVIEW OF COMPLIANCE WITH REQUIRED TIMELINES AND CASE CHARACTERISTICS/DISPOSITION TRENDS. SENIOR COMMANDERS WILL CONSULT WITH THEIR SUPPORTING STAFF JUDGE ADVOCATE TO ENSURE THAT CASE DISPOSITION INFORMATION IS CORRECT PRIOR TO THE MEETING.

3.A.1.B. (U) SENIOR COMMANDERS WILL ENSURE SARCS COMPLETE TIMELY AND ACCURATE ENTRY OF DATA TO TRACK THE LIFE-CYCLE OF SEXUAL HARASSMENT COMPLAINTS AND ENFORCE COMPLIANCE WITHIN REQUIRED TIMELINES.

3.A.2. (U) ENDSTATE. SENIOR COMMANDERS UTILIZE THE SMS SEXUAL HARASSMENT TRACKER TOOL TO IMPROVE THEIR ABILITY TO TRACK THE AGING LIFE-CYCLE OF CASES AND REVIEW CONSISTENCY OF DISPOSITION ACTIONS.

3.B. (U) CONCEPT OF OPERATION.

3.B.1. (U) SENIOR COMMANDERS WILL UTILIZE DATA IN THE SMS SEXUAL HARASSMENT TRACKER TO INFORM THE Q-SART. COMMANDERS WILL REVIEW DATA, FOCUSING ON QUALITY CONTROL, COMPLIANCE WITH THE TIMELINE REQUIREMENTS OUTLINED IN POLICY, AND DISPOSITION DATA.

3.C. (U) TASKS TO ARMY STAFF, SUBORDINATE UNITS AND REQUESTS FOR SUPPORT.

3.C.1. (U) HQDA, DCS, G-1, ARMY RESILIENCE DIRECTORATE.

3.C.1.A. (U) REVIEW REQUESTS, APPROVE, AND MONITOR ALL SARC, LEAD SARC, AND SHARP PROGRAM MANAGER ACCESS TO SMS.

3.C.1.B. (U) DEVELOP AND DELIVER IMPLEMENTATION TRAINING FOR ALL REQUIRED PERSONNEL REGARDING THE USE OF THE SMS SEXUAL HARASSMENT COMPLAINT TRACKER.

3.C.1.C. (U) PREPARE MONTHLY SMS SEXUAL HARASSMENT COMPLAINT TRACKER REPORTS OF COMPLIANCE FOR THE ARMY SHARP DIRECTOR.

3.C.1.D. (U) PREPARE MONTHLY SMS SEXUAL HARASSMENT TRACKER QUALITY CONTROL (QC) REPORTS AND COMMAND DATA QUALITY METRICS REPORTS. DISTRIBUTE REPORTS TO SUBORDINATE COMMANDS TO ENSURE COMPLIANCE.

3.C.1.E. (U) ASSIST ARMY SMS USERS WITH SMS SEXUAL HARASSMENT COMPLAINT TRACKER ISSUES AND DATA ENTRY.

3.C.1.F. (U) PROVIDE SMS CONTRACTOR TO ALL SHARP CAREER COURSE CLASSES TO DELIVER INSTRUCTION ON THE SMS SEXUAL HARASSMENT COMPLAINT TRACKING TOOL. TRAINING WILL BE PROVIDED BY THE SMS PERSONNEL AS COORDINATED BETWEEN HQDA ARD AND THE SHARP ACADEMY. HQDA SHARP DATA MANAGEMENT BRANCH WILL TRACK TRAINING COMPLETION. A SMS SEXUAL HARASSMENT TRACKER TRAINING VIDEO WILL BE AVAILABLE AS SUPPLEMENTAL INFORMATION BUT WILL NOT REPLACE MANDATORY TRAINING.

3.C.2. (U) COMMANDERS, ARMY COMMANDS (ACOM), ARMY SERVICE SUPPORT COMMANDS (ASCC), DIRECT REPORTING UNITS (DRU) AND UNITED STATES ARMY RESERVE COMMAND (USARC).

3.C.2.A. (U) ENSURE SHARP PROGRAM MANAGERS REVIEW MONTHLY SMS SEXUAL HARASSMENT COMPLAINT TRACKER QUALITY CONTROL (QC) REPORTS PROVIDED BY THE HQDA SHARP PROGRAM OFFICE (NLT 8TH OF THE MONTH) AND ENSURE ERROR CORRECTION AND RECONCILIATION OF MISSING DATA.

3.C.2.B. (U) ASSIST SUBORDINATE LEAD SARCS AND SENIOR COMMANDERS IN THE REVIEW OF ACTIONS TAKEN TO RESOLVE ALL SMS SEXUAL HARASSMENT COMPLAINT TRACKER DATA ERRORS AND THE RECONCILIATION OF MISSING DATA PRIOR TO THE Q-SART.

3.C.2.C. (U) ENSURE THAT ALL SHARP PROFESSIONALS' PERFORMANCE EVALUATIONS INCLUDE "ENSURE THE ACCURACY AND TIMELY ENTRY OF ALL DATA IN BOTH ICRS AND THE SMS SEXUAL HARASSMENT COMPLAINT TRACKER" AND ARE HELD ACCOUNTABLE FOR THE DATA QUALITY.

3.C.3. (U) SENIOR COMMANDERS.

3.C.3.A. (U) ENSURE EACH COMPLAINT OF SEXUAL HARASSMENT IS ENTERED INTO THE SMS SEXUAL HARASSMENT COMPLAINT TRACKER SUCH THAT EACH RECORD HAS ONLY ONE UNIQUE CASE NUMBER.

3.C.3.B. (U) REVIEW ALL SEXUAL HARASSMENT COMPLAINTS AT THE Q-SART UTILIZING THE SMS SEXUAL HARASSMENT TRACKING TOOL TO ENSURE COMPLIANCE WITH REQUIRED COMPLAINT TIMELINES AND REVIEW SYSTEMIC ISSUES WITH OR WITHIN THE COMPLAINT PROCESS.

3.C.3.C. (U) ENSURE ALL SARCS HAVE AN ACTIVE DOD SEXUAL ASSAULT

ADVOCATE CERTIFICATE PROGRAM (D-SACP) CERTIFICATE AND OBTAIN AN SMS USER ACCOUNT.

3.C.3.D. (U) CONDUCT Q-SART IAW CURRENT SHARP REGULATIONS AND POLICIES.

3.C.3.E. (U) ENSURE SARCS ENTER SEXUAL HARASSMENT COMPLAINT DATA INTO BOTH SMS SH TRACKER AND ICRS WITHIN 72 HOURS OF THE COMMANDER RECEIVING THE COMPLAINT (96 HOURS OCONUS).

3.C.3.F. (U) COORDINATE WITH SARCS AND SERVICING LEGAL OFFICES TO ENSURE ALL ERRORS ARE RESOLVED AND MISSING/CORRECTED DATA ARE ENTERED INTO THE SMS SEXUAL HARASSMENT TRACKING TOOL.

3.C.3.G. (U) DISCUSS, DURING EACH Q-SART, ACTIONS TAKEN TO RESOLVE ALL DATA ERRORS AND MISSING DATA FROM MONTHLY HQDA SMS SEXUAL HARASSMENT TRACKER QC REPORT.

3.C.3.H. (U) ENSURE SARCS CONDUCT A TIMELY RECONCILIATION OF QC REPORT BY PROVIDING REQUIRED DATA.

3.C.3.I. (U) ENSURE APPROPRIATE PERSONNEL FROM THE OFFICE OF THE STAFF JUDGE ADVOCATE VERIFY AND REVIEW THE DISPOSITION OF SUBSTANTIATED SEXUAL HARASSMENT COMPLAINTS.

3.C.3.J. (U) ENSURE APPROPRIATE PERSONNEL FROM THE OFFICE OF THE STAFF JUDGE ADVOCATE PROVIDE DISPOSITION DATA FOR SUBSTANTIATED SEXUAL HARASSMENT COMPLAINTS TO SARC FOR ENTRY INTO THE SMS SEXUAL HARASSMENT TRACKING TOOL.

3.C.3.K. (U) ENSURE APPROPRIATE PERSONNEL FROM THE OFFICE OF THE STAFF JUDGE ADVOCATE PROVIDE REPORTS, WITHOUT IDENTIFYING THE VICTIMS, REGARDING THE DISPOSITION OF SUBSTANTIATED SEXUAL HARASSMENT COMPLAINTS ON A QUARTERLY BASIS THROUGH THE PROCESS IDENTIFIED IN 3.A.1.A ABOVE.

3.D. (U) COORDINATING INSTRUCTIONS.

3.D.1. (U) PMS, LEAD SARCS, AND SARCS ARE REQUIRED TO SUCCESSFULLY COMPLETE SMS SEXUAL HARASSMENT COMPLAINT TRACKING TRAINING WITHIN 6 MONTHS OF THE DATE OF THIS EXORD OR OF ASSUMING SHARP DUTIES, WHICHEVER IS LONGER.

3.D.2. (U) SMS SEXUAL HARASSMENT COMPLAINT TRACKER TRAINING WILL BE CONDUCTED AT THE FOLLOWING DATES/TIMES. TIMES LISTED ARE ALL EASTERN STANDARD TIME. TRAINING WILL BE OFFERED VIA MSTEAMS AT THE FOLLOWING

LINK (PLEASE COPY AND PASTE INTO URL)-
https://dod.teams.microsoft.us/dl/launcher/launcher.html?url=%2F_%23%2F1%2Fmeetup-join%2F19%3Adod%3Ameeting_cb6491ce2a434aeeac7e3c3939e92420%40thread.v%2F0%3Fcontext%3D%257b%2522id%2522%253a%2522fae6d70f-954b-4811-92b6-0530d6f84c43%2522%252c%2522oid%2522%253a%25221a2c1365-e04e-4609-b092-1e03fb5821dc%2522%257d%26CT%3D1660932060813%26OR%3DOutlook-Body%26CID%3DE60F0B4A-C270-421D-AF86-EC04C434CAE8%26anon%3Dtrue&type=meetup-join&deeplinkId=991b7a11-69d9-4e62-9458-122df1969980&directDl=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

UNCLAS

PAGE 5 OF 5

16FEB23 AT 0900
16FEB23 AT 1400
21FEB23 AT 0800
21FEB23 AT 1500
23FEB23 AT 0900
23FEB23 AT 1400
28FEB23 AT 0800
28FEB23 AT 1400
02MAR23 AT 0800
02MAR23 AT 1500

4. (U) SUSTAINMENT. NOT USED.

5. (U) COMMAND AND SIGNAL. THE POINTS OF CONTACT FOR THIS ORDER ARE
THE FOLLOWING:

5.A. (U) POC FOR THE OPERATION; MR JEFF TRAVERS,
JEFFREY.J.TRAVERS.CIV@ARMY.MIL.

5.B. (U) HQDA, DCS, G-1; SHARP OPERATIONS BRANCH; MAJ JAMES LUNDERS,
JAMES.M.LUNDERS.MIL@ARMY.MIL; (703)-571-7333.

6. (U) THE EXPIRATION DATE OF THIS MESSAGE IS 31 DECEMBER 2023.

ATTACHMENTS: NONE.

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