



**DEPARTMENT OF THE ARMY**  
DEPUTY CHIEF OF STAFF, G-1  
300 ARMY PENTAGON  
WASHINGTON DC 20310-0300

DAPE-ZX

11 OCT 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Guidelines and Process for Critical Command Information Requirements (CCIR) regarding Sexual Harassment and Assault incidents

1. References.

- a. Army Regulation (AR) 190-45, Law Enforcement Reporting 30 Mar 2007.
- b. AR 600-20, Army Command Policy, 20 Sep 2012.
- c. AR 690-600, Equal Opportunity Discrimination complaints, 9 Feb 2004.

2. Effective immediately, sexual harassment and sexual assault allegations and offenses involving one of the below incident types will be reported within 24 hours thru ACOM, ASCC, and DRU organizations to the Army Operations Center (AOC) and Headquarters, Department of the Army (HQDA) G-1 Personnel Contingency Cell (PCC) in the following format:

a. Incident Type.

(1) Type 1 – O6 or Above CDR.

(2) Type 2 – Sexual Assault Response Coordinator (SARC), Victim Advocate (VA) or other Sexual Harassment and Assault Response and Prevention (SHARP) Program staff member.

(3) Type 3- "Curious" Cases (e.g. numerous reports of sexual assault from a single unit).

(4) Type 4- High Media Attention Likely (e.g. local news report on a sexual harassment or sexual assault allegation that feasibly may be picked up by a major reporting medium).

b. Who: Subject(s), unit, and last four digits of their social security number (SSN), if a SARC/VA or SHARP personnel identify position (e.g. SARC or VA). Victim(s), unit, and last four digits of their SSN unless confidentiality is required for restricted reports.

c. What: Summary of incident.

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- d. When: Date and time of incident and/or report.
- e. Where: On or off post; if available, location of incident; reporting installation.
- f. Actions Taken: Response to date (e.g. CDR has been temporarily suspended during investigation)
- g. Other Factors: i.e. Known or expected media or international interest.

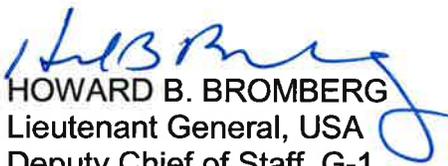
3. Sexual Assault Incident Types reported require follow-up information for supplementary reporting.

a. Follow-up reporting for HQDA CCIRs must be reported through ACOMs, ASCCs, and DRUs. Reports will indicate the actions conducted; a summary of the findings from 15-6 and CID investigations; and the steps (if applicable) taken to assist the victim.

b. If a written extract from local police intelligence files is provided to an authorized agency or individual, the following will be included on the transmittal documents: "This document is provided for information and use. Copies of this document, enclosures thereto, and information there from, will not be further released without the prior approval of the victim and Office of the Provost Marshal General."

4. The Director of Army Staff (DAS) will coordinate any external communication (e.g. letters, blog postings) following the report.

5. The point of contact for this memorandum is LTC Geoffrey Catlett, 703-695-5512, or geoffrey.a.catlett.mil@mail.mil.

  
HOWARD B. BROMBERG  
Lieutenant General, USA  
Deputy Chief of Staff, G-1

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