



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

DAPE

11 April 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Guidelines and Process for Commander's Critical Information Requirements (CCIR) Regarding Sexual Assault and Sexual Harassment Incidents

1. References.

- a. Department of Defense Instruction (DoDI) 6495.02 (Sexual Assault Prevention and Response (SAPR) Program Procedures), Change 3, 24 May 2017.
- b. DoDI 1020.03 (Harassment Prevention and Response in the Armed Forces), 8 Feb 2018.
- c. Army Regulation (AR) 190-45 (Law Enforcement Reporting), 27 Sep 2016.
- d. AR 600-20 (Army Command Policy), 6 Nov 2014.
- e. AR 690-600 (Equal Employment Opportunity Discrimination complaints), 9 Feb 2004.
- f. Memorandum, Office of the Deputy Chief of Staff, G-1, 11 Oct 2013, subject: Guidelines and Process for Critical Command Information Requirements (CCIR) Regarding Sexual Harassment and Assault incidents (hereby rescinded).

2. The purpose of this memo is to provide a standardized CCIR process for sexual assault and sexual harassment incidents. This memo rescinds the guidance in the G-1 memo dated 11 Oct 2013 (Guidelines and Process for Critical Command Information Requirements (CCIR) regarding Sexual Harassment and Assault incidents) (reference e).

3. Effective immediately, ACOM, ASCC, and DRU organizations will report formal complaints alleging sexual harassment and unrestricted reports of sexual assault involving the following incident categories to the Army Operations Center (AOC) (703-695-0575 or usarmy.pentagon.hqda.mbx.armywatch@mail.mil) and the DCS, G-1 Personnel Contingency Cell (PCC) (usarmy.pentagon.hqda.mbx.pccima02@mail.mil or 703-697-4246) within 24 hours of notification.

- a. Category 1 – Commanders O-5 (P) and above, E-9 Command Sergeants Major, or Senior Civilian Supervisors (GS-15 or SES).

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b. Category 2 – Subject falls within one of the following categories:

(1) Sexual Harassment/Assault Response and Prevention (SHARP) Professionals, which includes Sexual Assault Response Coordinators (SARC), Victim Advocates (VA), or Victim Representatives (VR) currently serving or with an active D-SAACP certification (regardless if currently serving in the position).

(2) SHARP Staff Members, which includes Program Managers (PM), SHARP Trainers, or members of the HQDA or Command SHARP Offices currently serving or with an active D-SAACP certification (regardless if currently serving in the position).

(3) Special Victims Counsel, Special Victims Prosecutor, CID Sexual Assault Investigators, or Special Victims Witness Liaison.

(4) Drill Sergeants, Advanced Individual Training (AIT) Platoon Sergeants, or Recruiters.

(5) Chaplains.

(6) Sexual Assault Nurse Examiners and Sexual Assault Medical Forensic Examiners.

c. Category 3 – Curious Cases. Including, but not limited to the following:

(1) Multiple reports originating from a single unit or organization within a time period defined by a Lead SARC or PM that would warrant informing the Army G-1 and/or Army Senior Leaders.

(2) A pattern of reports recognized by a Lead SARC or Program Manager that suggests a serial offender and would warrant informing the Army G-1 and/or Army Senior Leaders.

(3) Extreme violence (victim requires hospitalization, robbery, murder, etc.).

(4) Other abnormal situations that may warrant informing the Army G-1 and/or Army Senior Leaders.

a. Category 4 – Cases expected to attract high media or Congressional attention.

4. Submit CCIRs in the following format:

a. Incident Type: Category 1 through 4.

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b. Who: Subject(s) name, grade or rank, gender, unit of assignment, and position. Victim(s) grade or rank and gender. Omit other personal identifiable information (PII) on the victim, even if public knowledge or reported in the media. If the victim's grade or rank and gender could possibly identify them, omit.

c. What: Description of the incident(s). For sexual assault, identify the crime CID is investigating, not the specific details of the assault. For sexual harassment, identify the type of sexual harassment (quid pro quo, hostile environment, etc.).

d. When: Date and time of incident and/or report.

e. Where: Location of incident(s), to include reporting installation and whether the incident occurred on or off post.

f. Actions Taken: Response to date (e.g., CID investigation initiated with case number, appointment of Investigating Officer, suspension of Commander, revocation of a SHARP professional's appointment orders, etc.).

g. Other factors: Known or expected media or international interest, safety of victim or any other pertinent information regarding their well-being.

5. Notification procedures (this process is diagrammed in the enclosure SHARP CCIR Notification Process).

a. ACOM/ASCC/DRUs submit initial CCIRs to the AOC and PCC. The AOC forwards the CCIR to the PCC if it meets one of the four categories listed in paragraph 2. Occasionally, in lieu of a command reported CCIR, the PCC receives an initial CID report of sexual misconduct, which initiates the CCIR process and the SHARP CCIR OPT consisting of XO HQDA DAS, XO HQDA ASA (M&RA), XO HQDA G1, XO HQDA G3/5/7, XO HQDA OCPA, XO HQDA OCLL, HQDA SHARP Director, XO HQDA OTJAG, Chief, Criminal Law Division, OTJAG, Army Provost Marshal, and PCC Chief. ACOM/ASCC/DRU SHARP PMs will immediately notify the Army SHARP Program Office of forthcoming CCIRs.

b. The PCC notifies the Army SHARP Program Office.

(1) For category 2 incidents involving SARCs, VAs, VRs, or SHARP Staff Members, the Army SHARP Program Office takes the following actions as required:

(a) Validate the individual's credentials in the Defense Sexual Assault Advocate Certification Program (D-SAACP). Validation will occur same day if notification occurs during the duty day or the next business day if notification occurs after duty hours. If the individual is not D-SAACP certified, then verify if they are a SHARP staff member.

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(b) Inform the subject's PM, if not already notified. Advise them of the requirement to submit a D-SAACP suspension or revocation memo within 96 hours. Commanders can suspend their D-SAACP credential immediately via VOCO. The PM must confirm that the individual's D-SAACP card is seized immediately.

(c) Immediately suspend access for subjects with DoD Sexual Assault Incident Database (DSIID) and Integrated Case Reporting System (ICRS) accounts.

(2) For all sexual assault incidents involving O-6 Commanders and above, a SARC/VA or SHARP staff member, and all Category 3 and 4 sexual assault incidents:

(a) The PCC submits the CCIR to the National Military Command Center (NMCC) / National Joint Operations and Intelligence Center (NJOIC).

(b) The NMCC / NJOIC then notifies SAPRO, the Joint Staff, the Undersecretary of Defense for Personnel and Readiness, and the Office of the Secretary of Defense Public Affairs.

c. The PCC notifies the DCS, G-1, who then notifies the Secretary of the Army, the Chief of Staff of the Army, the Assistant Secretary of the Army for Manpower and Reserve Affairs, and the Director of the Army Staff.

d. The Army SHARP Program Office:

(1) Notifies the Deputy Assistant Secretary of the Army for Diversity and Leadership (DASA-DL) of all sexual assault and sexual harassment CCIR incidents.

(2) The Director notifies the DoD SAPRO Director of all incidents that meet the DoD SAPR CCIR reporting guidelines. This includes, but is not limited to, all sexual assault incidents involving O-6 Commanders and above, a SARC/VA or SHARP staff member, and all Category 3 and Category 4 sexual assault incidents.

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

6. The Director of the Army Staff (DAS) may convene a Crisis Action Team (CAT) for Category 4 CCIRs expected to receive Congressional or high media attention. The Army SHARP Program Office will work with the command PAO, the DCS, G-1 PAO, and the Office of the Chief, Public Affairs (OCPA) to draft Public Affairs Guidance.

7. Activities will comply with any applicable collective bargaining obligations concerning implementation of these procedures.

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8. The point of contact is the Army SHARP Program Office at usarmy.pentagon.hqda-dcs-g-1.mbx.dape-hr-sharp-program-office@mail.mil.



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Deputy Chief of Staff, G-1

Encl:
SHARP CCIR Notification Process

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