

MILITARY DEPARTMENT  
HEADQUARTERS, TASK FORCE TORCH  
10601 Bear Hollow Drive, Box 48  
Rancho Cordova, California, 95670



NGCA-YCZ

31 October 2024

## MEMORANDUM FOR Task Force Torch (TFT) Members and Employees

SUBJECT: Command Policy Letter - Sexual Harassment/Assault Response and Prevention (SHARP) and Inappropriate Behavior

1. PURPOSE. To establish the TFT policy for SHARP and prevention of inappropriate behavior

### 2. REFERENCES.

a. Army Regulation (AR) 600-20, Army Command Policy, Chapters 4 and 7, dated 24 July 2020.

b. Army Regulation (AR) 690-600, Equal Employment Opportunity Discrimination Complaints, dated 1 August 2024.

c. Army Directive 2018-23: Improving Effectiveness of Essential and Important Programs: Sexual Harassment/Assault Response and Prevention, Equal Opportunity, Suicide Prevention, Alcohol and Drug Abuse Prevention and Resilience, dated 8 November 2018.

d. Army Directive 2018-16: Suitability Criteria for Military Personnel in Specified Positions, dated 8 November 2018.

e. Army Directive 2015-16: Command Engagement to Prevent Retaliation, dated 4 March 2015.

f. California Military Department Adjutant General Policy memorandum 2020-05; Sexual Assault Prevention and Response (SAPR) Policy, dated 1 April 2020.

3. Inappropriate behavior, sexual assault, or sexual harassment perpetrated by any member of the TFT directly violates the trust given to these positions. I have absolutely no tolerance for any inappropriate behavior or action proven to violate regulation, this policy, or the standards of our profession. Any member proven to violate regulation or this policy may be subject to formal discipline. Our Task Force mission is singularly focused on creating life changing learning experiences for California's youth. Members of this task force will uphold the standards of military service, the Adjutant General's People First Policy, and CalHR to fervently protect the welfare of the cadets

SUBJECT: Command Policy Letter – Sexual Harassment/Assault Response and Prevention (SHARP) and Inappropriate Behavior

and scholars in our charge. TFT members will treat each cadet and scholar with dignity and respect as they pursue their aspiration of a better life.

4. Sexual assault and sexual harassment are crimes under the UCMJ, Federal and State Law and has no place in the TFT. Sexual assault and sexual harassment are distinctly different violations with different processes. Directors must understand those differences and process accordingly. Violations of a sexual nature are incompatible with our military values and degrades workplace performance, trust, and cohesion. Every member of the Task Force who is aware of any sexual assault within the Task Force will take prompt action and report this serious issue to the appropriate authorities as identified in our state and federal policies or regulations. Directors will decisively engage when notified of a report and work the appropriate processes to handle reports of sexual harassment promptly, at the lowest level possible to empower leadership, and reinforce policy, regulation, and standards. Failing to report, intervene, or intentionally ignoring a sexual assault or harassment incident destroys trust and has devastating consequences for victims and their place of work. All misconduct, sexual assault, sexual harassment and inappropriate or elicit behavior allegations may be investigated by civilian and/or military personnel.

5. TFT Cadre and Staff will not develop inappropriate relationships with any Cadets, Scholars, or civilian employees of the school or California Military Department. Inappropriate and improper behavior may include partially preferential treatment towards an individual or individuals, use of position for personal gain, and any elicit form of communication either verbally or over digital platforms like text, social media or email. Academy Directors, Senior Enlisted Leaders of each academy, and members of the Recruitment, Placement and Mentorship (RPM) departments of each academy are the only members authorized to contact a cadet, scholar, graduate or family member without explicit consent of the Academy Director. Any approved communication between TFT members and cadets, scholars, or graduates will be monitored by a member of the RPM team. The prohibition on communication with a cadet, scholar, or graduate continues past graduation and the post-residential phase of an academy. Graduate will only be contacted by the Director, Senior Enlisted Leader, or the assigned Case Manager. TFT members are required to self-report any correspondence or attempts to communicate with a member of the TFT made by a cadet, scholar, or graduate to the RPM team at their assigned academy.

6. TFT State Active Duty (SAD) members must be cognizant that their interactions do not create an actual or perception of undue familiarity between an officer and an enlisted Soldier, or between an NCO and a junior enlisted Soldier. Examples of familiarity between Soldiers that may become "undue" can include repeated visits to bars, nightclubs, eating establishments, or homes between an officer and an enlisted Soldier, or an NCO and a junior enlisted Soldier, except for social gatherings, that involve an entire unit, office, or work section. All relationships between Soldiers of different grades are prohibited if they;

NGCA-YCZ

SUBJECT: Command Policy Letter – Sexual Harassment/Assault Response and Prevention (SHARP) and Inappropriate Behavior

a. Compromise, or appear to compromise, the integrity of supervisory authority or the chain of command.

b. Cause actual or perceived partiality or unfairness.

c. Involve, or appear to involve, the improper use of grade or rank or position for personal gain.

d. Are, or are perceived to be, exploitive or coercive in nature.

e. Create an actual or clearly predictable adverse impact on discipline, authority, moral, or the ability of the command to accomplish its mission.

7. Leaders within the Task Force are instrumental to eliminating and preventing sexual assault, sexual harassment, and inappropriate behavior incidents. I expect leaders at all levels to foster a workplace environment that rejects inappropriate sexual attitudes, and behaviors while encouraging open communication and early reporting. In order for victims to report, they must have confidence in the chain of command and their supervisors. To establish a climate of trust, leaders will immediately provide victims with appropriate services, ensure law enforcement authorities conduct a timely investigation and keep victims and their families informed throughout the process.

8. Academy Directors will post this policy as well as their localized policy memorandums on workplace bulletin boards along with state and local victim services resources. Director's Policy memorandums must include an overview of the Program's commitment to the SHARP/SAPR, victim's rights, the definition of sexual harassment and assault, the definition of inappropriate behavior, available resources to support victims, to include contact information for the Sexual Assault Response Coordinator (SARC) and Victim Advocates (VAs). Directors will ensure each newly appointed member of their academy receives a copy of this policy and has completed mandatory Program specific collective training as well as mandatory annual SAD SHARP training.

9. Reprisal, re-victimization and retaliation because of reporting a crime, namely sexual assault, sexual harassment, or inappropriate behavior will not be tolerated and is punishable by UCMJ. Directors will create a workplace free of reprisal, re-victimization and retaliation. Any acts of reprisal, re-victimization, or retaliation committed by a member of the Task Force are reported to a SARC, VA, IG office, Special Victims Counsel or the chain of command.

NGCA-YCZ

SUBJECT: Command Policy Letter – Sexual Harassment/Assault Response and Prevention (SHARP) and Inappropriate Behavior

10. The Consolidated Headquarters Complex (CHQC) SAPR Program Manager for the California Military Department, Ms. Christyn Delgadillo and the qualified team of trained Army and Air National Guard Volunteer Victim Advocates are available to assist victims of sexual assault.

11. If you are a victim of sexual assault or have additional questions regarding the SAPR/SHARP program, please contact Ms. Christyn Delgadillo at 916-854-3448, DSN 466-3448, by email at [christyn.m.delgadillo.civ@army.mil](mailto:christyn.m.delgadillo.civ@army.mil). For more information and support, call/text the CMD 24 hour response line at (916) 869-0787 or the toll free Department of Defense safe helpline at (877) 995-5247.



PETER B. CROSS  
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Commanding