DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY SIGNAL CENTER OF EX CELLENCE
AND FORT GORDON
FORT GORDON, GEORGIA 30905-5735

ATZH-EO DATE:

MEMORANDUM FOR INSTALLATION EQUAL OPPORTUNITY/SHARP OFFICE, FORT GORDON, GA 30905

SUBJECT: Application for Sexual Harassment/Assault Response & Prevention (SHARP) Training

1. Request the following applicant be scheduled for the SHARP training:

STUDENT STATUS: ☐ PRIMARY ☐ ALTERNATE
Check primary or alternate to indicate SHARP Specialist position in unit.

a. NAME: RANK: CIV
b. UNIT: LOCATION:
c. STUDENT EMAIL ADDRESS:
d. DUTY POSITION:
e. REASON SOLDIER REQUIRES TRAINING:
f. LEVEL SOLDIER WILL BE PERFORMING SHARP DUTIES: N/A
g. TRAINING LOCATION: Ft. Gordon
h. PERIOD OF TRAINING:

2. Course is an 80 hour course 0730-1700 Monday – Friday. If TDY you must arrive a day prior to class start date and plan to leave no later than 1800 on the last day of class.

3. I have personally counseled this Soldier on the reporting time and location. The Soldier will report at the prescribed time. The Soldier remains assigned to this unit. The Soldier is exempt from all duties, details, and has NO SCHEDULED APPOINTMENTS for the entire period of the course. Changes in attendance will only be made for emergency reasons.

4. I have checked and verified all personal data.

CDR Print/Sign CDR Phone Number CDR Email Address

BDE EOA Print/Sign BDE EOA Phone Number BDE EOA Email Address