DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON, FORT A.P. HILL
18436 4TH STREET
FORT A.P. HILL, VIRGINIA 22427-3114

IMPH-CM 17 June 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy Letter #44 - Prevention of Sexual Harassment (POSH) and Sexual Harassment Complaint Procedures for Soldiers and DoD Civilians

1. Applicability. This policy applies to all Fort A.P. Hill (FAPH) Soldiers and DoD Civilians working or assigned to FAPH.

2. Proponent. The proponent for this policy is the Garrison's Directorate of Human Resources (DHR) at (804) 633-8205.

3. References:

a. AR 600-20, Appendix D, Army Command Policy, 18 March 2008/RAR 20 September 2012.

b. AR 690-12, Equal Employment Opportunity and Affirmative Action, 4 March 1988.

c. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004.

4. Purpose: To provide policy and guidance to all FAPH Soldiers and DoD Civilians on the Prevention of Sexual Harassment (POSH) and the sexual harassment complaint process.

5. Policy.

a. I am absolutely committed to creating a work environment free of any form of unlawful harassment (including sexual harassment) here at FAPH. Directors and supervisors will remain cognizant of their responsibilities to prevent this unacceptable conduct, and take immediate and appropriate action when such conduct is present.

b. Sexual harassment is a form of gender discrimination that involves unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature between the same or opposite genders when:

(1) Submission to, or rejection of, such conduct is made either explicitly or implicitly as a term or condition of a person's job, pay, career.

(2) Submission to, or rejection of, such conduct by a person is used as a basis for career or employment decisions affecting that person.

c. It is important to also emphasize my zero tolerance of any form of unlawful harassment in the workplace which violates federal law, whether the discriminatory treatment is based on sex (whether or not a sexual nature), race, color, religion, natural origin, age (40 and older), disability, Genetic Information Nondiscrimination Act (GINA) or protected activity under the anti-discrimination statutes. Offensive conduct constitutes harassment if it alters the conditions of the victim's employment, either by culminating in a tangible employment action or by being sufficiently severe or pervasive to create a hostile work environment.

d. Any member of this command who thinks he/she is experiencing sexual or other unlawful harassment should make it clear that such behavior is offensive and must immediately stop. Any individual may report forms of harassment to their appropriate commander/Supervisor, EEO/EO official or Inspector General (IG). I expect all personnel to support my continuing commitment to ensure that unlawful harassment is eliminated at FAPH. All leaders will understand that if they witness or otherwise know of incidents of sexual harassment, they are obligated to act. If they do not, they themselves are also engaging in sexual harassment.

6. Complaint Procedures

a. **Soldiers**: Attempts should always be made to solve the problem at the lowest possible level within the organization. The following options are available in dealing with sexual harassment IAW AR 600-20:

(1) Direct approach. Confront the harasser and tell him/her that the behavior is not appreciated, not welcomed and that it must stop. Stay focused on the behavior and its impact. Use common courtesy. Write down thoughts before approaching the individual involved.

(2) Indirect approach. Send a letter to the harasser stating the facts, personal feelings about the inappropriate behavior and expected resolution.

(3) Third party. Request assistance from another person. Ask someone else to talk to the harasser, to accompany the victim, or to intervene on behalf of the victim to resolve the conflict.

(4) Chain of command. Report the behavior to immediate supervisor or others in chain of command and ask for assistance in resolving the situation.

(5) Filing a formal complaint. Details for filing an informal or formal complaint are included in appendix D of AR 600-20.

b. **DoD Civilians:** Attempts should always be made to solve the problem at the lowest possible level within the organization. If the DoD Civilian is unable to resolve the situation with the harasser and/or wishes to pursue the matter further they may use their Chain of Command (CoC) to resolve the situation and/or make a complaint through the EEO process. Complaints by civilian personnel alleging discrimination/harassment should be handled IAW the procedurescontained in AR 690-600 or as described in DoD and Department of the Army (DA) policy implementing 10 U.S.C, section 1561, or as provided for in any applicable bargaining agreement. The point of contact to initiate an EEO/Harassment complaint is at **703-805-5388** at the
Fort Belvoir EEO office.

c. **Reprisal**: Individuals that present a complaint will do so without fear of intimidation, reprisal, or harassment. If individuals believe that this is happening they must contact their leadership, Chain of Command, EEO Office, or the IG to report it immediately.

7. Expiration. This Policy memorandum will remain in effect until superseded or rescinded.

ANDREW Q. JORDAN
LTC, SF
Commanding

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