



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
REGIMENTAL NONCOMMISSIONED OFFICER ACADEMY
25TH STREET, BUILDING 24402
FORT GORDON, GEORGIA 30905

ATZH-NC

04 November 2014

MEMORANDUM FOR Regimental Noncommissioned Officer Academy

SUBJECT: Policy Memorandum #11 - Prevention of Sexual Harassment

1. Reference:

- a. Army Regulation 600-20, Chapter 7, Army Command Policy, Rapid Action Revision 20 September 2012
- b. Army Regulation 690-12, Equal Employment Opportunity and Affirmative Action, 4 March 1989

2. This policy letter applies to all military and civilian personnel assigned or attached to the Regimental Noncommissioned Officer Academy (RNCOA). The purpose of this memorandum is to provide the Academy's policy on the prevention of sexual harassment. Sexual harassment is a behavior that is nonconductive to the military environment, it undermines morale, esprit de corps and breaks faith with the American public for whom we serve.

3. This Academy will not condone or tolerate any form of unlawful discrimination, sexual harassment, or unfair treatment of Soldiers or civilians within the Academy. This includes any unsolicited, non-reciprocal behavior that emphasizes sexuality over a person's role as a Soldier/civilian worker. The prevention of sexual harassment policy applies to all military and civilian personnel. Sexual harassment is not limited to the workplace, but can occur anywhere therefore; this policy applies on and off the installation.

4. In accordance with AR 600-20, Army Command Policy, Paragraph 7-4, sexual harassment is defined as:

a. A form of gender discrimination that involves unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when any of the following occur:

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

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3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment.

b. In accordance with AR 690-12, Equal Employment Opportunity and Affirmative Action, dated 4 March 1988, Department of the Army (DA) policy defines sexual harassment as:

1) Influencing, offering to influence, or threatening the career, pay or job of another person – man or woman – in exchange for sexual favors.

2) Deliberate or repeated offensive comments, gestures, or physical contact of a sexual nature in a work or duty related environment.

b. Any Soldier or civilian employee in a supervisory or Command position who uses or condones implicit or explicit sexual behavior to control, influence or affect the career, pay or job of a Soldier or civilian employee is engaging in sexual harassment

5. Branch Chiefs and all SGLs are responsible to ensure complaints of sexual harassment and sexual blackmail (i.e., preferential treatment in exchange for sexual favors) are addressed and resolved immediately and completely.

6. All Soldiers, civilians and family members are protected from reprisal or retaliation for filing sexual harassment complaints. No Soldier or civilian employee may take or threaten to take an unfavorable personnel action, or to withhold a favorable personnel action, in reprisal against any person for filing a complaint. If threatened with reprisal or if reprisal occurs, he or she must report these circumstances to the DoD IG. The DoD IG hotline number is 1-800-424-9098 or DSN 664-8779 and may be used to report threats or acts of reprisal. If an allegation of reprisal is made known to any agency authorized to receive complaints, the agency should refer the complaint to the DoD IG.

7. I am fully committed to integrating all Soldiers and civilians into all aspects of military life. We must sustain a command climate in which all Soldiers and civilians can freely apply their skills and energy to achieve their full potential. We will afford all Soldiers a safe and secure environment conducive to good human relations, professional growth and equal opportunity.

7. Avenues for reporting sexual harassment/misconduct complaints are as follows:

a. Sexual Harassment Response and Prevention (SHARP) Representative/ Sexual Assault Response Coordinator (SARC)

b. Chain of Command

c. Equal Opportunity Office (military)

d. Equal Employment Opportunity Office (civilian)

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- e. Inspector General's Office
- f. Chaplain's Office
- g. Office of the Staff Judge Advocate, 706-791-3148, Building 29718
- h. Medical Community/Social Work Services/Counselors (ACS)
- i. Directorate of Emergency Services (Military Police)
- j. Criminal Investigation Division

8. My bottom line is simple – we will respect every Soldier and civilian and address them with dignity – the way we want to be treated. I expect the highest professional standards and conduct from all personnel at all times.

9. The point of contact for this memorandum is the Deputy Commandant, 1SG Thomas M. Gonzales at 706-791-7882 or thomas.m.gonzales.mil@mail.mil.

DANIEL.ROBERT.ANDERSON.JR.1045410192

ROBERT A. DANIEL, JR
CSM, USA
Commandant