



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY SIGNAL CENTER OF EXCELLENCE
AND FORT GORDON
506 CHAMBERLAIN AVENUE
FORT GORDON GEORGIA 30905-5735

ATZH-CG

AUG 21 2012

MEMORANDUM FOR ALL MILITARY AND CIVILIAN PERSONNEL

SUBJECT: Commanding General's Policy Memorandum No. 3 – Prevention of Sexual Harassment

1. The policy of this command is that sexual harassment is unacceptable conduct and will not be tolerated. The prevention of sexual harassment is the responsibility of every Soldier and DA civilian. Leaders set the standard for Soldiers and DA civilians to follow. Leaders at all levels are expected to create and maintain an environment conducive to maximum productivity and respect for human dignity. Sexual harassment destroys teamwork and negatively impacts our combat readiness and our ability to accomplish our mission.
2. 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:
 - a. Submission to, or rejection of, such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, career, or
 - b. Submission to, or rejection of, such conduct by a person is used as a basis for career or employment decisions affecting that person, or
 - c. 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.
3. Any Soldier or civilian in a command or supervisory position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of another person is engaging in sexual harassment. Similarly, any person who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is engaging in sexual harassment. Sexual harassment is not limited to the workplace. It can occur anywhere, and it violates the standards of respect, loyalty, and integrity that is expected in our Army.

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4. Commanders and Supervisors will prominently post the Equal Opportunity (EO) Poster, dated 9 August 2012, in the work areas they are responsible for. This poster is available at the EO Office. The poster provides points of contact for the reporting of acts of sexual harassment. The chain of command is generally the best avenue for addressing sexual harassment. As an alternative method, military personnel or Family Members may also file complaints with the EO Office in Building 25706, 616 Barnes Avenue, Bay C, or with the Inspector General (IG) in Building 33800. Their phone numbers are 706-791-2014 and 706-791-4565, respectively. The Installation EO Office also serves as a liaison for Navy, Marine Corps, and Air Force personnel on sexual harassment. Allegations of sexual harassment that arise to the level of criminal misconduct are to be processed through law enforcement channels. See the enclosure for a list of avenues for reporting sexual harassment.

5. Complaints by civilian personnel alleging sexual harassment should be handled through the Equal Employment Opportunity Office, Room 210 of Darling Hall, in accordance with the procedures contained in AR 690-600, Equal Employment Opportunity Discrimination Complaints, or as described in DoD and Department of the Army policy implementing 10 U.S.C. 1561, or as provided for in any applicable collective bargaining agreement. Civilians should contact the EEO Office at 706-791-4551.

6. All personnel and Family Members are protected from reprisal or retaliation for filing sexual harassment complaints. No Soldier or employee may take or threaten to take an unfavorable personnel action, or to withhold or threaten to withhold a favorable personnel action, in reprisal against any person for filing a complaint. Should a Soldier or civilian be threatened with a reprisal, or if a reprisal occurs, he or she must report these circumstances to the DoD IG. 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. The DoD IG Hotline number is (800) 424-9098 or DSN 664-8799 and may be used to report threats or acts of reprisal.

7. I expect leaders at every level to continually assess and be aware of their command climate regarding sexual harassment. Leaders will ensure that personnel in their organization receive progressive, interactive small group sexual harassment training twice each year. Leaders will promptly investigate all complaints of sexual harassment. Leaders will take corrective action to preclude recurrence of discriminatory or sexually harassing conduct and address any management deficiencies or other contributing factors that caused the allegations to be raised. Leaders will also look at the causes of why complainants raised unsubstantiated complaints.

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

a. Chain of Command

b. Inspector General's Office

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- c. Chaplain's Office
- d. Office of the Staff Judge Advocate, 706-791-3148, Building 29718
- e. Fort Gordon "Hotline," 706-791-3600
- f. Equal Opportunity Office (Military) or Equal Employment Opportunity Office (Civilian)
- g. Medical Community, Social Work Services, Counselors (Army Community Services), Family Practitioner
- h. Directorate of Public Safety (Military Police)
- i. Criminal Investigation Division



LAWARREN V. PATTERSON
Major General, USA
Commanding

This memorandum supersedes Commanding General's Policy Memorandum No. 3 - Prevention of Sexual Harassment, dated 24 May 2011.