



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON
307 CHAMBERLAIN AVENUE
FORT GORDON, GEORGIA 30905-5730

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NOV 12 2013

MEMORANDUM FOR All Garrison Personnel

SUBJECT: Garrison Commander's Policy Memorandum No. 4 - Prevention of Sexual Harassment for Military Personnel

1. Reference: Army Regulation 600-20, Chapter 7, Army Command Policy, 18 March 2008/RAR 20 September 2012.

2. It is the policy of this Command, as well as Army policy, to provide Equal Opportunity and fair treatment without regard to race, color, religion, gender, or national origin and to provide an environment free of sexual harassment. Sexual harassment is 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. 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 of 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, career, or

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

(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:

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

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

c. 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. The EO Poster, dated 9 August 2012 provides points of contact for alternate agencies for the reporting acts of sexual harassment. The chain of command is the best avenue for addressing allegations sexual harassment. Military personnel or Family Members may also file complaints with the EO office, at 706-791-2014 or with the Inspector General (IG), in Bldg 33800 at 706-791-4565. 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.

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

7. All Soldiers 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 (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.

8. Prevention of sexual harassment is the responsibility of every member of this organization. We must ensure that any instance of sexual harassment is reported and dealt with swiftly and firmly. We must also foster a climate that will not condone, ignore or create a climate of tolerance for acts of sexual harassment.

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9. Avenues for reporting sexual harassment/misconduct complaints are as follows:
- a. Chain of Command.
 - b. Equal Opportunity Office (military).
 - c. Equal Employment Opportunity Office (civilians).
 - d. Inspector General's Office.
 - e. Chaplain's Office.
 - f. Office of the Staff Judge Advocate, 706-791-3148, Building 29718.
 - g. Victim Advocate (VA) or Sexual Assault Response Coordinator (SARC).
 - h. Medical Community/Social Work Services/Counselors (ACS).
 - i. Directorate of Public Safety (Military Police).
 - j. Criminal Investigation Division.



SAMUEL G. ANDERSON
COL, SC
Commanding

This memorandum supersedes the Garrison Commander's Policy Memorandum No. 4 – Equal Opportunity/Sexual Harassment Complaint Procedures, dated 15 November 2011.