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DEPARTMENT OF THE ARMY  
WASHINGTON DC, 20310

August 10, 1995  
ARMY POLICY ON SEXUAL HARASSMENT

The policy of the United States Army is that sexual harassment is unacceptable conduct and will not be tolerated.

Army leadership at all levels must be committed to creating and maintaining an environment conducive to maximum productivity and respect for human dignity. In achieving this, we maintain America's Army as an effective force, trained and ready to fight and win. To this end, we expect the commitment of each of you to establish and maintain a work and duty environment free of sexual harassment for all personnel, whether civilian or military, active duty or reservist. We expect everyone to do what is right legally and morally - everyday.

The Army bases its success on mission accomplishment. Successful mission accomplishment can only be achieved in an environment of mutual respect, dignity and fair treatment. *This* necessitates zero tolerance of sexual harassment.

Sexual harassment is defined in law and regulation as unwelcome *sexual advances*, requests for sexual favors, and other verbal or physical conduct of a sexual nature which is made a term or condition of a person's job, is used as a basis for career or employment decisions affecting a person, interferes with the performance of a soldier or civilian of America's Army, or creates an intimidating, hostile or offensive working environment.

Individuals who perceive they are being sexually harassed by supervisors, superiors, co-workers, or peers should make it clear that such behavior is offensive and report the harassment to an appropriate authority or office. It is the responsibility of every leader--military and civilian--to examine allegations of sexual harassment and take necessary action to ensure that the matters are addressed swiftly, fairly, and effectively.

We know that you will support the Army's continuing commitment to eradicate sexual harassment and to exhibit the highest level of professional behavior and courtesy that we each deserve.

/S/  
Dennis J. Reimer  
General, United States Army  
Chief of Staff

/S/  
Togo D. West, Jr.  
Secretary of the Army

DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY  
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REPLY TO  
ATTENTION OF

MEMORANDUM FOR MACOM AND IRA EEO DIRECTORS

SUBJECT: Policy on Sexual Harassment

This memo is prompted by the many inquiries we have received concerning Army policy on training for the civilian work force in sexual harassment prevention. As you know, we have taken positive steps to combat sexual harassment in the Army, and our policy continues to be that training will be provided to Army managers, supervisors, and employees to ensure they understand the issue as well as their responsibilities in preventing sexual harassment in the work place.

All Army personnel will receive training in prevention of sexual harassment. The training must be delivered by individuals who have been certified to serve as trainers. This certification will be conducted by experienced trainers and follow DA guidelines. After receiving the initial course which follows the guidelines set forth in the standardized DA course already being used, personnel will attend refresher training on an annual basis. The refresher training which may be locally developed should meet the following training objectives:

1. Define sexual harassment in the work place.
2. Identify situations which have the potential to be sexually harassing.
3. Identify employer and employee expanding potential liabilities.
4. Understand and apply Army policy
5. Know elements of successful counseling action to achieve behavioral change.

Each MACOM will designate an individual to provide oversight and assistance to all of their installations. This will ensure that each installation has adequate and competent trainers to carry out this policy as well as to monitor the effectiveness of the training. This individual will report to the EEO Agency on a quarterly basis **on the status of the training and its effectiveness**. Our continued monitoring is more important than ever.

Please forward the name of the individual that you designate to Ms. June Hajjar, I am counting on your help in this matter

/S/  
Luther L. Santiful  
Deputy for Equal Employment  
Opportunity Policy

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