



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
SOUTHWEST REGION
1204 STANLEY ROAD, SUITE 9
FORT SAM HOUSTON, TX 78234-5009

09 JAN 2004

SFIM-SW-ZE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Southwest Region Office (SWRO) Installation Management Agency (IMA)
Guidance Memorandum #2 – Prevention of Sexual Harassment (POSH)

1. REFERENCES.

- a. Army Regulation 690-12, Equal Employment Opportunity and Affirmative Action, dated 4 March 1988.
- b. Army Regulation 690-600, Equal Employment Opportunity Discrimination Complaints, dated 18 September 1989.
- c. Army Regulation 600-20, Army Command Policy, dated 13 May 2002.
- d. US Army Installation Management Agency Policy Memorandum #3, Prevention of Sexual Harassment (POSH), dated 24 June 2003.

2. PURPOSE. To provide guidance to SWRO IMA personnel on POSH.

3. APPLICABILITY. This guidance applies to all civilian and military personnel assigned to and/or under the operational control of the SWRO IMA.

4. PROCEDURES.

a. Sexual harassment is a form of discrimination. It violates acceptable standards of conduct required of Army personnel and is a prohibited personnel practice as defined in AR 690-12, AR 690-600, and AR 600-20. This form of discrimination adversely affects men and women, military and civilian, has cost implications, and creates a hostile work environment that harms readiness, productivity, and morale.

b. In order to maintain a workforce committed to SWRO's mission, we must have an environment that is free from the threat of unfair treatment or the exploitation of any individual. I am committed to ensure that freedom from sexual harassment is the standard for the Southwest Region. Therefore, commanders and leaders at all levels have an obligation to create and maintain an environment with zero tolerance for sexual harassment.

SFIM-SW-ZE

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c. Our military, civilian, and contractor personnel workforce are responsible to conduct themselves appropriately and professionally in all daily interactions with each other and our customers, and to uphold the Army's high standards of integrity, ethics, and conduct. All SWRO employees will continue to receive training in what constitutes sexual harassment.

d. Any individual reporting a sexual harassment incident must feel confident that an investigation will be conducted without fear of reprisal. Allegations of sexual harassment will be reported through the appropriate chain of command or the SWRO, IMA EEO office as outlined in AR 690-600 and AR 600-20.

5. PROPONENT. The Equal Employment Opportunity Office is the proponent for this Guidance Memorandum. POC is the Director, Equal Employment Opportunity Office, at (210) 221-9648, DSN 471-9648, or email amando.canales@samhouston.army.mil.

6. This Guidance Memorandum supersedes SWRO IMA Policy #2, Prevention of Sexual Harassment, dated 11 Oct 02.


HUGH M. EXTON, JR
Director

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