



DEPARTMENT OF THE ARMY
U.S. ARMY SECURITY ASSISTANCE COMMAND
4402 MARTIN ROAD
REDSTONE ARSENAL, AL 35898-5000

REPLY TO
ATTENTION OF

AMSAC-EE

23 December 2011

MEMORANDUM FOR All U.S. Army Security Assistance Command Employees

SUBJECT: U.S. Army Security Assistance Command (USASAC) Policy
Memorandum 103.12 – Prevention of Sexual Harassment (POSH)

1. Purpose and Applicability. To provide guidance to all USASAC personnel on the prevention of sexual harassment. This policy applies to all personnel assigned to, or under the operational control of, USASAC, in addition to all applicants for employment with USASAC. At the heart of the matter, we must create a positive, healthy and enjoyable work environment for our colleagues, in which the rights of all people are respected and everyone is treated with dignity and respect they deserve.

2. References:

a. Army Regulation (AR) 690-12, Equal Employment Opportunity and Affirmative Action, 4 March 1988.

b. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004.

c. AR 600-20, Army Command Policy, 18 March 2008.

3. Policy.

a. I am totally committed to the Army's policy for the prevention of sexual harassment. USASAC, as an organization, supports the policy as well. I will not condone or tolerate any violations of the Army's sexual harassment policy.

b. Sexual harassment is defined in law and regulation as unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature which is used as a basis for career or employment decisions or when it results in a working environment that is hostile, offensive, intimidating, or so negative that it affects a Soldier or employee's ability to do his or her job.

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c. Any person in a supervisory or command position who engages in or condones implicit or explicit sexual behavior engages in sexual harassment. Similarly, a supervisor, coworker or customer who makes deliberate or repeated unwelcome verbal comments, gestures or physical contact of a sexual nature is also engaging in sexual harassment. Soldiers, employees or applicants for employment who have been sexually harassed have an obligation to make it clear that such behavior is unwelcome and offensive; and they should immediately report their complaints.

d. This Command expects the commitment of each individual to establish and maintain a work environment free of sexual harassment for all personnel, whether civilian or military, active duty or reserve. Everyone must do what is right legally and morally – every day.

e. Proactive efforts are needed to prevent sexual harassment. In accordance with Army regulations and policy, all managers, supervisors, military and civilian employees will attend and successfully complete required training. The spirit of this policy is to prevent sexual harassment, thereby fostering a work environment conducive to mission accomplishment. It is the responsibility of every leader – military and civilian – to examine allegations of sexual harassment and take necessary action to ensure that these matters are addressed swiftly, fairly and effectively.

f. The commitment of every Soldier and civilian to prevent sexual harassment and all forms of sexual discrimination will ensure that this Command maintains the highest level of professional behavior and courtesy that marks USASAC's commitment to excellence.

4. This supersedes Policy Memorandum 103.12 dated 23 December 2009.

A handwritten signature in black ink, appearing to read 'F. D. Turner III', with a long horizontal line extending to the right.

F. D. TURNER III
Major General, USA
Commanding