



DEPARTMENT OF THE ARMY
JOINT BASE MYER-HENDERSON HALL
HEADQUARTERS COMMAND BATTALION
239 SHERIDAN AVE, BLDG 417
FORT MYER, VIRGINIA 22211-1199

REPLY TO
ATTENTION OF

IMMH-BN

16 July 2015

MEMORANDUM FOR all Soldiers Assigned and Attached to Headquarters Command Battalion, Joint Base Myer-Henderson Hall, VA 22211-1199

SUBJECT: Prevention of Sexual Harassment - Policy Memorandum #2

1. References:

- a. AR 600-20, - Chapter 7.

2. I am committed to an environment free of sexual harassment for all Army Soldiers, Family members, and DA Civilians. It is everyone's duty and responsibility to prevent and deal with instances of sexual harassment and ensure issues are addressed fairly and effectively. The prevention of sexual harassment is a team effort.

3. Sexual harassment involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. It may occur when supervisors or coworkers:

- a. Make deliberate or repeated unsolicited verbal comments or physical contacts of an intimate sexual nature that are unwelcome to the recipient.

- b. Make a decision or threaten to make a decision affecting a person's job, pay, or career based on their refusal or acceptance of a request for sexual intimacy.

- c. Create a hostile or offensive working environment for personnel based on their gender.

4. Individuals who are subjected to acts of sexual harassment should make it clear that such behavior is offensive and unwelcome, and should report the offense to the appropriate supervisory level. Complaints of sexual harassment may be filed with the Equal Opportunity, Equal Employment Opportunity, Inspector General or Civilian Personnel Office as appropriate.

5. I expect all personnel to support my continuing commitment to prevent sexual harassment in the work place and to ensure that we exhibit the highest professional behavior and courtesy that the Nation expects from America's Army. Sexual harassment is not tolerated.

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6. Soldiers may contact Equal Opportunity office at (703) 696-2964 if they need assistance. Civilian employees may contact the Equal Employment Opportunity office at (703) 696-2996. The point of contact for this memorandum is the Battalion Equal Opportunity representative.



JOHNATHON M. KUPKA
LTC, SF
Commanding