



**DEPARTMENT OF THE ARMY**  
**JOINT BASE MYER – HENDERSON HALL**  
**204 LEE AVENUE**  
**FORT MYER, VIRGINIA 22211-1199**

REPLY TO  
ATTENTION OF

IMND-MHH-EEO

20 OCT 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum EEO-2,  
Joint Base Commander's Prevention of Sexual Harassment

1. REFERENCE. Army Regulation 690-12, Equal Employment Opportunity and Affirmative Action.
2. PURPOSE. This memorandum sets forth the Joint Base Myer-Henderson Hall (JBM-HH) policy for the prevention of sexual harassment.
3. APPLICABILITY. This policy applies to all JBM-HH civilian employees and applicants for employment.
4. POLICY. It is the policy of this command to ensure that all personnel work in an environment that is free of sexual harassment. Sexual harassment is an unwelcome sexual advance, behavior, or conduct in any aspect of employment that creates a hostile environment. Sexual harassment violates the standards of professional conduct and integrity acceptable to this command, the Army and the Marine Corps. Supervisors, managers, and leaders are responsible for maintaining high standards of conduct, honesty, impartiality, and professional leadership to ensure a work environment free of sexual harassment. Sexual harassment is present when:
  - a. Submission to sexual conduct is directly or indirectly a condition of employment.
  - b. Submission to sexual conduct is directly or indirectly a factor in employment decisions such as promotion, performance appraisal, or training opportunities.
  - c. Unwelcome conduct of a sexual nature interferes with work performance or creates a hostile or intimidating work environment.
  - d. Any person in a supervisory or management 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. Similarly, any service member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is engaging in sexual harassment.

IMND-MHH-EEO

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum EEO-02,  
Joint Base Commander's Prevention of Sexual Harassment

5. PROCEDURES. Individuals who experience sexual harassment have the responsibility to report this offensive behavior through the appropriate supervisory channel or to the servicing Equal Employment Opportunity (EEO) Office. It is the responsibility of every supervisor and manager, military and civilian, to examine the reported incident in conjunction with the EEO Office and take swift, fair, and effective corrective action as necessary.

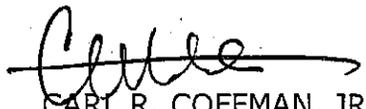
a. To ensure that we exhibit the highest professional behavior, caring, and consideration of others, we must carry out an active program of education that allows individuals to talk about these issues. Training in the prevention of sexual harassment is mandatory for all service members and civilian employees. Department of the Army civilians on their first assignment with the federal government must receive training within 90 days of assignment. Newly appointed supervisors, including Army military personnel who supervise civilians, must receive training within 180 days of appointment. Refresher training is required for civilian employees and Army supervisors every 2 years. Soldiers are required to receive training semi-annually. Marine Corps civilian employees and military supervisors of civilians will comply with guidance as issued by the Marine Corps. Commanders, managers, and supervisors are responsible for ensuring all personnel receive the required training.

b. Appropriate professional behavior is expected of all employees whenever attending any office related function or representing the JBM-HH in any context. This includes social settings such as holiday, retirement, and transfer parties, TDY activities, and all similar functions, even if the events are held at off-site locations and outside normal duty hours.

c. Complaints of sexual harassment not resolved within the chain-of-command may be filed with the Equal Opportunity Office (military), located in building 203, telephone (703) 696-2964/8729 or the EEO Office (civilian), located in building 203, telephone (703) 696-6258/6271.

d. A copy of this policy will be posted on all official bulletin boards, where all employees will have access to it.

6. PROPONENT. The Joint Base Myer-Henderson Hall Equal Employment Opportunity Office is the proponent for this policy. POC is the EEO Officer, commercial at (703) 696-2996/6258.

  
CARL R. COFFMAN, JR.  
Colonel, AV  
Commanding

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