



DEPARTMENT OF THE ARMY  
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD  
320 MANSCEN LOOP STE 316  
FORT LEONARD WOOD, MISSOURI 65473-8929

REPLY TO  
ATTENTION OF

21 FEB 2007

ATZT-EOP-EO

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #05-07, Prevention of Sexual Harassment (POSH)

1. PURPOSE. To establish policies and procedures for the prevention of sexual harassment (POSH).

2. GENERAL. The prevention of sexual harassment (POSH) is the responsibility of every commander, director, manager and supervisor. Everyone must be able to recognize sexual harassment, examine suspected violations and take swift, fair and effective action. There must be an atmosphere that is conducive to the presentation of complaints to the chain of command.

3. POLICY/PROCEDURES.

a. Sexual harassment is a form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors and other verbal and/or physical conduct of a sexual nature when:

(1) Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of a person's job, pay or career; or

(2) Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; or

(3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment.

b. For military personnel, the installation Equal Opportunity Office provides training classes concerning the POSH on a weekly basis. Classes are held on Wednesdays, in building 315, room 227; E-1 through E-6 is from 0900-1000 and E-7 and above is from 1000-1100. Training is mandatory for all newly assigned permanent party personnel. Personnel will attend this training within the first 30 days of their arrival.

c. Civilian employees are required to receive New Employee POSH Training. If you are a new employee to Fort Leonard Wood and either not previously employed by the Army or cannot produce documentation showing attendance at POSH Training, the Civilian Personnel Advisory Center will advise you of the date, time and location for your attendance at POSH Training.

d. Civilian employees appointed to supervisory positions are required to attend Supervisory POSH training and should contact the EEO Office at 6-0602 upon appointment to their supervisory position to schedule Supervisory POSH. Quarterly training is held in building 315, room 227, 0800-1200.

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e Civilian employees are also required to attend Annual Refresher POSH Training. Each organization should have Refresher POSH Trainers certified by EOP staff members available to conduct this annual training.

f. Procedures for filing sexual harassment complaints are listed below:

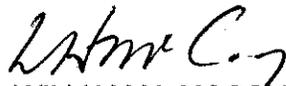
(1) Soldiers have 60 calendar days from the date of the alleged incident in which to file a formal complaint. This time limit is established to set reasonable parameters for the inquiry or investigation and resolution of complaints, to include ensuring the availability of witnesses, accurate recollection of events, and timely remedial action. If a complaint is received after 60 calendar days, the commander may conduct an investigation into the allegations or appoint an investigating officer. In deciding whether to conduct an investigation, the commander should consider the reason for the delay, the availability of witnesses, and whether a full and fair inquiry or investigation can be conducted. The complainant should file his or her complaint with the commander at the lowest echelon of command at which the complainant may be assured of receiving a thorough, expeditious, and unbiased investigation of the allegations. Depending on the various aspects of the complaint and individuals involved, that lowest level commander may not be the immediate company or even battalion level commander of the complainant.

(2) Civilian employees should first raise the issue with their supervisor. If the supervisor refuses to take appropriate action, a discrimination complaint may be filed by following the procedures outlined on poster 690-1, posted on all employee bulletin boards, or by contacting the EEO Office at 6-0602.

g. Commanders will establish and implement a written plan to protect the complainant, alleged perpetrator and named witnesses from incidents of reprisal in the form of intimidation, harassment or threats.

4. SUPERSESSION. This command policy supersedes Command Policy #5-05, dated 19 October 2005, subject as above.

5. PROPONENCY. The proponent for prevention of sexual harassment policy is the Installation Equal Opportunity Office for military, 6-0601, and the Equal Employment Opportunity Office for civilian employees, 6-0602.

  
WILLIAM H. MCCOY  
Major General, USA  
Commanding

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And Personal Staff Offices