



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY CHEMICAL, BIOLOGICAL, RADIOLOGICAL,  
AND NUCLEAR SCHOOL  
3RD CHEMICAL BRIGADE  
495 IOWA AVE  
FORT LEONARD WOOD, MO 65473-8958

ATSN-CBZ

SEP 20 2013

MEMORANDUM FOR 3<sup>rd</sup> Chemical Brigade Personnel

SUBJECT: Command Policy #6, Prevention of Sexual Harassment

1. REFERENCE. AR 600-20, Army Command Policy, dated 18 March 2008 (RAR 20 September 2012).
2. PURPOSE. This memorandum establishes the 3<sup>rd</sup> Chemical Brigade policy for the prevention of sexual harassment and articulates procedures for reporting/filing of sexual harassment incidents.
3. POLICY.

a. Sexual harassment is a form of gender discrimination that involves unwelcomed sexual advances, requests for sexual favors, and other verbal 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.
- (2) Submission to or rejection of such conduct by a person is used as a basis for career or employment decision affecting that person.
- (3) Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

b. Every individual in this brigade has the responsibility to recognize sexual harassment. It is our responsibility as leaders to examine all suspected or actual violations. Furthermore, it is our responsibility to take all necessary actions to ensure that instances of sexual harassment are addressed swiftly, fairly, and effectively. Persons guilty of sexual harassment are subject to punishment under the Uniform Code of Military Justice (UCMJ), as well as a wide variety of administrative sanctions. It is everyone's responsibility to report harassment to the appropriate chain of command. Leaders who become aware of sexual harassment, and fail to take appropriate action, are also subject to punishment under the UCMJ.

#### 4. PROCEDURES.

a. Sexual harassment is absolutely incompatible with the spirit and climate of this brigade. It has the potential to rob us of human resources and to disenfranchise our most precious resource – people.

(1) Military: A complaint may be filed with the 3<sup>rd</sup> Chemical Brigade's Equal Opportunity Advisor or the Inspector General if a person is unable to or it is not practical to resolve a complaint of sexual harassment within the proper chain of command.

(2) Civilian Employees: The issue should first be raised with the supervisor. If the problem is the supervisor, the employee should go to the next level supervisor. If the supervisor does not take the issue seriously, or fails to take action, a complaint may be filed by following procedures outlined in FLW Poster 690-1, which is posted on employee bulletin boards, or by contacting the EEO Office at 596-0602.

b. Reprisal: Commanders, managers and leaders will ensure that complainants alleging sexual harassment are protected from acts of reprisal. Acts of reprisal will not be tolerated and are punishable under the UCMJ.

#### 5. TRAINING:

a. All 3<sup>rd</sup> Chemical Brigade personnel both Military and Civilian will receive 3.5 hours of SHARP training a fiscal year and complete the online Team Bound training through ALMS. Senior Leaders will also attend Senior Leader SHARP training annually taught by the BDE SARC.

b. For Military personnel, the installation EO Office provides SHARP training every Friday in BLDG 470, RM 2224. This class is required for all new personnel within 30 days of arrival. Training for Junior Enlisted (SSG and below) is at 0800hrs. The Senior Leader SHARP training for Senior Enlisted, Warrant Officers, and Commissioned Officers is at 0900hrs.

c. Civilian employees are required to receive New Employee SHARP training within 90 days of employment. If you are a new employee to Fort Leonard Wood and not previously employed by the Army or cannot produce documentation showing attendance at SHARP training, the Civilian Personnel Advisory Center will advise you of the date, time, and location.

d. Civilian employees appointed to supervisory positions are required to attend Supervisory SHARP and should contact the EEO Office at 596-0602 upon appointment to their supervisory position to schedule Supervisory POSH. Quarterly training is held in conjunction with the human resources course for supervisors.

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6. PUNITIVE: Violations of the provisions contained in this policy may result in disciplinary action under the Uniform Code of Military Justice (UCMJ). This policy is punitive; failure to comply with the provisions of the paragraphs listed above is punishable under Article 92, UCMJ.

7. PROPONENCY. The proponent for this command policy is the 3<sup>rd</sup> Chemical Brigade Equal Opportunity Advisor (596-3497).



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COL, CM  
Commanding