



REPLY TO
ATTENTION OF

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

ATZT-CG

10 MAY 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy 14.2, Prevention of Sexual Harassment (POSH) for
Civilian Personnel

1. REFERENCES.

- a. AR 690-12, Equal Employment Opportunity and Affirmative Action, 4 March 1988.
- b. AR 690-600, Equal Employment Opportunity (EEO) Discrimination Complaints, 9 February 2004.

2. GENERAL.

- a. This policy provides guidance and procedures for POSH.
- b. This policy applies to all personnel assigned to or under the operational control of, applicants for employment with, and former employees of the U.S. Army Maneuver Support Center of Excellence (MScOE).
- c. POSH is the responsibility of commanders, directors, managers, supervisors, and employees. 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 AND PROCEDURES.

a. Sexual harassment violates the law, is detrimental to productivity, diminishes self-esteem, and adversely affects morale. The practices of sexual harassment are unacceptable behavior that cannot be tolerated. Violators of this policy and leaders who fail to take appropriate action are subject to administrative action. All employees have a responsibility to ensure that our work environment is free from all forms of discrimination.

b. Unwelcome sexual advances, requests for sexual favors, lewd remarks, or inappropriate conduct of a sexual nature constitute sexual harassment when—

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(1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

(2) Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individuals; or

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

c. Preventing sexual harassment is the responsibility of every member of MSCoE. Any employee who believes he or she is a victim of sexual harassment should report the allegation(s) to the appropriate agency official or contact the Equal Employment Opportunity (EEO) Office, who will provide assistance and guidance. It is the responsibility of management to investigate allegations of sexual harassment in a confidential manner and take necessary action to ensure that these allegations are addressed swiftly, fairly, and effectively.

d. Procedures for sexual harassment training are list below:

(1) Civilian employees are required to receive New Employee POSH training within 90 days of employment. 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 to POSH training.

(2) Civilian employees appointed to supervisory positions are required to attend Supervisory POSH 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.

(3) Civilian employees are also required to attend Annual Refresher POSH training. Each organization should have Refresher POSH Trainers certified by the Equal Opportunity Program (EOP) staff members available to conduct this annual training.

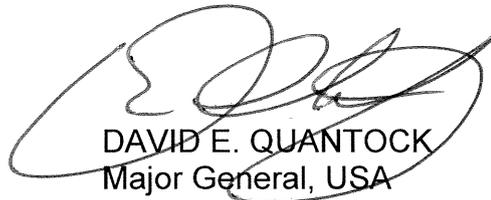
e. It is my policy that MSCoE will provide a work environment free of sexual harassment for every employee. It is important to me that incidents of sexual harassment do not interfere with our ability to accomplish our mission. I expect all supervisors, managers, and senior-level officials to set high standards and demonstrate professionalism by personal example.

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4. SUPERSESSION. This policy supersedes Command Policy 14.2, 17 September 2009, and is effective until superseded or revoked.

5. PROPONENT. The proponent for this policy is the Directorate of Equal Opportunity Programs, (573) 596-0602.



DAVID E. QUANTOCK
Major General, USA
Commanding

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