



DEPARTMENT OF THE ARMY
NORTH ATLANTIC REGIONAL MEDICAL COMMAND
6900 GEORGIA AVENUE NW
WASHINGTON, DC 20307-5001

REPLY TO
ATTENTION OF:

MCAT-EO

8 September 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memo # 04-08, Policy Statement on Sexual Harassment

1. All military and civilian personnel assigned to the North Atlantic Regional Medical Command (NARMC) must be allowed to work in an environment free from unsolicited and unwelcome sexual advances or behaviors. Sexual harassment debilitates morale and interferes with the productivity of both its victims and their co-workers.
2. I will not tolerate sexually harassing behavior by any member of the NARMC. expect personal involvement and commitment by every individual, at all levels, to ensure the elimination and prevention of sexual harassment within the workplace.
3. Sexual harassment is defined as a form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or contact that may be perceived as of a sexual nature when:
 - a. 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.
 - b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person.
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment.
4. Any person in a supervisory or command 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 is engaging in sexual harassment. Similarly, any soldier or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is engaging in sexual harassment.
5. It is important that sexual harassment is understood. Therefore, all NARMC military and civilian personnel (managers, supervisors, and employees) will participate in progressive interactive small group sexual harassment training twice each year.

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Soldiers must understand what sexual harassment is, how to recognize it, how to prevent it, how to report it and the consequences of engaging in sexual harassment. Individuals must feel free to report instances of sexual harassment without fear of reprisal. Personnel must be confident that a prompt inquiry will be conducted into each reported incident.

6. Commanders will document Prevention of Sexual Harassment (POSH) training on the unit's training schedule and on individual soldier training records. Documentation will include type, instructor, date, time, length of training, roster of attendees, and issues covered in the session. The chain of command and the Equal Opportunity Advisors will also attend and participate in POSH sessions.

7. This policy memorandum will be permanently posted on all appropriate official bulletin boards.



KENNETH L. FARMER, JR.
Major General, MC
Commanding

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