



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY MEDICAL COMMAND  
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OTSG/MEDCOM Policy Memo 12-049

MCEE

Expires 17 May 2014

17 MAY 2012

MEMORANDUM FOR

Commanders, MEDCOM Major Subordinate Command  
Directors, OTSG/MEDCOM OneStaff

SUBJECT: Commanding General's Anti-Harassment Policy

1. References:

a. The Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002, (No FEAR Act), effective 1 October 2003.

b. Equal Employment Opportunity Commission Management Directive 715, subject: Equal Employment Opportunity, dated 1 October 2003.

c. Army Regulation (AR) 690-600, Equal Employment Opportunity Discrimination Complaints, dated 9 February 2004.

2. Purpose: To describe the Commanding General's Anti-Harassment Policy.

3. Proponent: The proponent for this policy is the Office of Equal Employment Opportunity Programs.

4. Policy:

a. We work in an environment that demands that we create the best workplace environment for our Soldiers, civilian employees, and contract personnel. Together, we are Army Medicine and only as a team can we meet our ultimate goal of providing Soldiers the best healthcare service and ensuring readiness.

b. We must prevent and eliminate any type of "workplace harassment" on all protected bases, including race, color, religion, sex (sexual or non-sexual), national origin, age, disability, genetic information, and reprisal. Workplace harassment is defined as unwelcome conduct (verbal or physical) based on an individual's statutorily protected class when such conduct has the purpose of unreasonably interfering with a person's work performance and/or creating an intimidating, hostile, or offensive work environment.

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c. We must ensure that workplace policies, practices, and behaviors are fair, professional, and non-discriminatory. Leaders at all levels must be vigilant in identifying inappropriate behavior and work aggressively to eradicate harassment before it becomes severe or pervasive.

**5. Responsibilities:**

a. Any Soldier or civilian who believes that s/he has been the victim of workplace harassment is encouraged to report it. Only through immediate reporting can we help to bring about timely resolution to problem situations.

b. Contact should be made with the appropriate chain of command and/or servicing Equal Opportunity (EO) (military) or Equal Employment Opportunity (EEO) (civilian), legal, or personnel offices for prompt, thorough, and impartial processing and investigation. Army personnel who receive EEO inquiries from contract personnel should refer them to the servicing EEO officer.


c. Persons who make a claim of harassment, witnesses, or others who provide information related to the claim will be protected against retaliation. We must also protect confidentiality to the fullest extent possible.

**6. Procedures:**

a. Commanders, managers, and supervisors must take seriously all complaints of harassment or unlawful discrimination.

b. The resources noted above are available to assist management officials in addressing and adjudicating complaints of harassment to ensure that all parties are contacted, the situation is documented, and appropriate corrective action is taken when harassment has occurred.

c. If you have not had training on workplace harassment, I encourage you seek it out through appropriate training resources. The training will familiarize you with your responsibilities and the complaint forums available to all personnel.

  
**PATRICIA D. HOROHO**  
Lieutenant General  
The Surgeon General and  
Commanding General, USAMEDCOM