



## ANNEX D (EXAMPLE POLICY LETTERS)

DEPARTMENT OF THE ARMY

UNIT  
ADDRESS

INSTALLATION, STATE, ZIPCODE

REPLY TO  
ATTENTION OF

OFFICE SYMBOL

Date

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Prevention of Sexual Harassment and Sexual Assault and Complaint Procedures

1. Reference Army Regulation 600-20, Army Command Policy, Chapters 6, 8 and Appendix D, Sexual Harassment Complaint Processing System, 4 August 2011.
2. The Army and **unit** are committed to ensuring that Soldiers, Civilian employees, and Family members live and work in an environment free of sexual harassment and sexual assault. All leaders must be committed to creating and maintaining an environment that promotes productivity, dignity, and respect. Sexual harassment and sexual assault are offenses contrary to Army Values and the Warrior Ethos. They destroy teamwork and negatively affect combat readiness. Sexual harassment and sexual assault are punishable under the Uniform Code of Military Justice and other federal and local laws.
3. We must take allegations of sexual harassment and sexual assault seriously and investigate promptly. Individuals who feel that they are being sexually harassed and/or sexually assaulted should seek relief at the lowest level possible and request assistance from their chain of command or their Sexual Harassment/Assault Response and Prevention (SHARP) Office. Refer complaints through the chain of command, SHARP Office, or through other channels such as the Criminal Investigations Division, Chaplain, Inspector General, Provost Marshal or the Legal Assistance Office of the Staff Judge Advocate. Subordinate commanders and unit leaders will ensure that individuals who feel they are being sexually harassed or sexually assaulted are permitted to file complaints without fear of intimidation, harassment, or reprisal.
4. We must protect all personnel and Family members from reprisal or retaliation for filing complaints. No Soldier or employee may take or threaten to take unfavorable personnel actions, or to withhold a favorable personnel action, in reprisal against any person for filing a complaint. If an allegation of reprisal is made known to any agency authorized to receive complaints, the agency will refer the complaint to the Inspector General.
5. Prevention of sexual harassment and sexual assault is everyone's responsibility. Every Soldier, Civilian employee, and Family member is responsible for treating one another with mutual dignity and respect. We cannot tolerate or condone sexual harassment or sexual assault. It is incumbent upon all leaders to set the example and create an environment conducive to good order and discipline.

CDR's Signature Block



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**

**UNIT**  
**ADDRESS**  
**INSTALLATION, STATE, ZIPCODE**

**OFFICE SYMBOL**

Date

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Opportunity (EO) Program and Complaint Procedures

1. Reference Army Regulation 600-20, Army Command Policy, Chapters 6, 7 and Appendix D, Equal Opportunity Complaint Processing System, 04 August 2011.
2. I am totally committed to equal opportunity and the Army Equal Opportunity Program. This command will provide equal opportunity and fair treatment to all personnel and Family members without regard to race, color, religion, gender or national origin, and also provide an environment free of discrimination, prejudice, verbal abuse, insensitivity, offensive behavior, and thoughtlessness.
3. The EO complaint process is designed to investigate allegations and resolve complaints at the lowest level in a timely manner. If a person feels discriminated against based on race, color, religion, gender or national origin, do not hesitate to report the issue in accordance with Appendix D, AR 600-20 to the chain of command, Equal Opportunity Advisors, Installation Chaplains, Inspector General's Office, the Legal Assistance Office or the Staff Judge Advocate, Provost Marshal's Office Criminal Investigation Division's Office, medical agencies or the Housing Referral Office.
4. We must protect all personnel and Family members from reprisal or retaliation for filing complaints. No Soldier or employee may take or threaten to take unfavorable personnel actions, or to withhold a favorable personnel action, in reprisal against any person for filing a complaint. If an allegation of reprisal is made known to any agency authorized to receive complaints, the agency will refer the complaint to the Inspector General.
5. Every subordinate commander and unit leader will set the appropriate example with regard to Equal Opportunity. They will take appropriate actions to create and sustain an effective program by eliminating discriminatory behaviors and practices that undermine teamwork, mutual respect, loyalty and shared sacrifice of the men and women of America's Army.

**CDR's Signature Block**