



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 428<sup>th</sup> FIELD ARTILLERY BRIGADE  
HEADQUARTERS, UNITED STATES ARMY FIELD ARTILLERY SCHOOL  
FORT SILL, OKLAHOMA 73503-5000



ATSF-B

12 September 2008

MEMORANDUM FOR All 428<sup>th</sup> Field Artillery Brigade Personnel

SUBJECT: 428<sup>th</sup> Field Artillery Brigade Policy # 005, Prevention of Sexual Harassment


1. References.
  - a. AR 600-20, Army Command Policy, 18 March 2008.
  - b. USAFCOEFS CG Policy Memo 07-4 and 07-8, Prevention of Sexual Harassment Policy.
2. Sexual harassment is unacceptable conduct that will not be practiced, condoned, or tolerated. I am committed to the Army's policy against sexual harassment and to ensuring that our Soldiers, family members, and civilian employees work and live in an environment totally free from sexual harassment.
3. Sexual harassment is an unlawful form of gender discrimination involving unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment occurs when such conduct is made a condition of a person's job, used for employment decisions affecting that person's job, or used for employment decisions affecting that person. It also occurs when such conduct creates an intimidating, hostile, or offensive environment or interferes with duty performance. In addition to being offensive to its victim, it destroys trust and unit cohesion and thereby diminishes our ability to accomplish the mission.
4. Leaders at all levels must foster and maintain an environment of trust and respect for human dignity, free from the scourge of sexual harassment.
5. Any service member or civilian who encounters sexual harassment may report the incident to his or her supervisor, the 428<sup>th</sup> Field Artillery Brigade Equal Opportunity Advisor (for service members and civilians), or the Equal Employment Opportunity Officer (for civilian employees). Family members are encouraged to first request resolution through their sponsor's chain of command, but may submit their complaint through any Equal Opportunity office.
6. Should the complainant feel uncomfortable in filing a complaint with his/her chain of command, or should the complaint be against a member of the chain of command, there are alternate channels available to the complainant (someone in a higher echelon of the

ATSF-B

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complainant's chain of command, Equal Opportunity Advisor, Inspector General, Chaplain, Provost Marshal, Medical agency personnel, Staff Judge Advocate, and Community Housing Referral and Relocation Services Office). I will ensure that every reported incident is thoroughly investigated, and will take necessary corrective action, as appropriate.

7. Commanders will examine any allegations of Sexual Harassment thoroughly and take swift action to assist in the elimination of Sexual Harassment. Commanders will ensure that all unit personnel are prohibited from taking any action that might discourage Soldiers, family members, or civilians from filing a complaint or seeking assistance to resolve an Equal Opportunity grievance. Additionally, 428<sup>th</sup> Field Artillery Brigade personnel are prohibited from taking any disciplinary or other adverse action against a complainant or other personnel, seeking assistance or cooperating with Investigative Officers, Inspector General or other law enforcement agencies. However, this does not preclude commanders from taking action against Soldiers who file fraudulent complaints or give false statements.
8. Training in the prevention of sexual harassment is mandatory for all 428<sup>th</sup> Field Artillery Brigade personnel. Units will conduct progressive, interactive small group sexual harassment training twice each year. Supervisors ensure their subordinates receive this training. I expect all personnel to support the Army's continuing commitment to an environment that preserves human dignity.
9. This memorandum supersedes policy # 006, dated 26 March 2008.
10. The point of contact for this memorandum is the Brigade EOA at 442-2116.

  
JOHN S. FANT  
COL, FA  
Commanding