DEPARTMENT OF THE ARMY
DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER
AND PRESIDIO OF MONTEREY
PRESIDIO OF MONTEREY, CA 93944-5006

REPLY TO
ATTENTION OF

ATZP-CDR

26 JAN 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy on Prevention of Sexual Harassment

1 References:

a. AR 600-20, Army Command Policy, dated 13 May 2002

b. DA instruction & guidance for implementing 29 CFR 1614, November 1999 as amended.

c. 42 USC § 2000e [Title 7 - EEO].

d. 10 USC § 1561 [DOD sexual harassment complaint procedures].

2. Purpose: To ensure personnel are aware that sexual harassment will not be tolerated at the Defense Language Institute Foreign Language Center and Presidio of Monterey (DLIFLC & POM).

3. Applicability: This policy applies to all military personnel and to all civilian employees and applicants for employment at DLIFLC & POM.

4. Proponent: The proponents for this policy are the Equal Employment Opportunity, ATZP-EEO, at extension 5105 and the Equal Opportunity Advisor's Office, ATZP-EOA, at extension 5442. This policy supersedes previous policy dated 2 July 2001.

5. Each of us has a responsibility to maintain high standards of honesty, integrity and conduct to assure the proper performance of the Army's mission. Sexual harassment violates these standards, undermines interpersonal relationships and interferes with the effectiveness of the DLIFLC & POM.

6. Sexual harassment is a form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Unwelcome behavior of a sexual nature constitutes sexual harassment when:

a. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, career; or

b. Submission to, or rejection of, such conduct by a person is used as a basis for career or employment decisions affecting that person; or

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.

7. 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 service member or civilian employee is engaging in sexual harassment. Similarly, any service member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures or physical contact of a sexual nature is engaging in sexual harassment.

8. Sexual harassment is unacceptable behavior. It is a violation of the high standards of conduct that I expect from all personnel at every grade engaged in our mission. Sexual harassment will not be tolerated and individuals engaging in such behavior will be held accountable.

9. Individuals who think they are being sexually harassed by supervisors, coworkers or peers should make it clear such behavior is offensive and unacceptable. Allegations of sexual harassment should be reported to the appropriate supervisory level. It is the responsibility of every supervisor and manager to examine the matter and take appropriate action ensuring that instances of sexual harassment are addressed promptly, fairly and effectively. Commanders, managers, and leaders at all levels will ensure that anyone filing a complaint alleging sexual harassment will be protected against acts or threats of reprisal and retaliation.

10. In addition to, or as an alternative to, reporting sexual harassment to your supervisor, there are several other avenues of redress available to you. Anyone, service member or civilian, may make such reports to the EOA, the Inspector General, a chaplain, medical agency personnel, the Staff Judge Advocate or someone in a higher echelon in your chain of command. In addition to these alternatives, civilians who think they are being sexually harassed may also bring their complaint to the EEO Office or to an EEO Counselor.

11. I expect your full support in and commitment to the eradication and prevention of sexual harassment at DLIFLC & POM.

MICHAEL R. SIMONE
COL, FA
Commanding

DISTRIBUTION:
G