



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 1<sup>ST</sup> BATTALION, 62<sup>ND</sup> AIR DEFENSE ARTILLERY**  
**BUILDING 282, BATTALION AVENUE**  
**FORT HOOD, TEXAS 76544-5000**

AFVL-LRB-BC

18 October 2011

MEMORANDUM FOR 1-62<sup>nd</sup> ADA Battalion Soldiers and Civilians

SUBJECT: Command Policy Letter #3, Prevention of Sexual Harassment (POSH)

1. References:

- a. AR 600-20, Army Command Policy, 18 March 2008
- b. III Corps and Fort Hood Command Policy EO-02, 14 October 2008
- c. 69th ADA BDE Policy Letter 69-8, 23 September 2008

2. Sexual harassment is unacceptable and will not be tolerated. I am fully committed to creating and maintaining an environment conducive to maximum productivity and respect for human dignity. The success of our unit can only be achieved in an environment free of sexual harassment.

3. Sexual harassment is a form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors, verbal (and non-verbal), or physical conduct of a sexual nature when:

- a. Submission to, or rejection of, such conduct is made 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 environment.

4. Any person in a supervisory or command position who uses or condones explicit or implicit sexual behavior to control, influence, or affect the career, pay, or job of an individual is engaging in sexual harassment. Similarly, any individual who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is engaging in sexual harassment.

5. Anyone that witnesses or otherwise knows of sexual harassment incidents is obligated to address and correct the problem. If they do not act, they themselves are guilty of sexual harassment. Sexual harassment is punishable under the UCMJ and any person found guilty of sexual harassment will be disciplined as warranted.

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5. Individuals who feel they are being, or have been, sexually harassed should make it clear the behavior is offensive and are encouraged to report the incident to their supervisor, Equal Opportunity Leader/Advisor, chain of command, or the Inspector General's Office.
6. Commanders and leaders will ensure anyone filing a complaint alleging sexual harassment is protected against acts or threats of intimidation, harassment, or reprisal. Substantiated complaints require a "Does not Support EO" on the NCOER or OER.
7. All Soldiers and DA civilians will semi-annually conduct POSH training in the Consideration of Others (CO2) format.
8. This policy:
  - a. Applies both on and off post, during duty and non-duty hours.
  - b. Applies to working, living and recreational areas (including on and off post housing).
9. Punitive Order: Soldiers who violate this policy may be subject to adverse administrative action and / or punishment under the Uniform Code of Military Justice (UCMJ).
10. Post this policy on unit bulletin boards and ensure it is understood by every member of this command.
11. Point of contact for this memorandum is the undersigned at (254) 286-6900

*Nitimur in Alta . . . We Aim at High Things!*

AARON J. ROTH  
LTC, AD  
Commanding