



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 69<sup>TH</sup> AIR DEFENSE ARTILLERY BRIGADE  
32D ARMY AIR AND MISSILE DEFENSE COMMAND  
56021 TEDESCO WAY  
FORT HOOD, TEXAS 76544

REPLY TO  
ATTENTION OF

AFVL-LBC

Date: 6 February 2014

MEMORANDUM FOR RECORD

SUBJECT: Policy Letter #3, Prevention of Sexual Harassment

1. REFERENCE: AR 600-20 (Army Command Policy), 18 March 2008, (RAR: 20 September 2012).

2. PURPOSE. To ensure that 69th ADA BDE Soldiers, leaders, civilian employees, and family members live and work in an environment free of sexual harassment and sexual assault.

3. APPLICABILITY. Headquarters, 69th Air Defense Artillery Brigade and all units assigned or attached.

4. POLICY.

a. All leaders must be committed to creating and maintaining an environment that promotes productivity, dignity, and respect. Sexual harassment and sexual assault are conduct that is 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.

b. 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.

c. 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

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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.

d. 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.

5. This policy remains in effect until superseded or rescinded.

6. The point of contact for this memorandum is CPT Patrick J. Hurst, Brigade Judge Advocate at [patrick.j.hurst.mil@mail.mil](mailto:patrick.j.hurst.mil@mail.mil) or 254-288-5944.



BRIAN W. GIBSON  
COL, AD  
Commanding