



DEPARTMENT OF THE ARMY  
U.S. ARMY SECURITY ASSISTANCE COMMAND  
4402 MARTIN ROAD  
REDSTONE ARSENAL, AL 35898-5000

AMAC-EE

09 June 2022

MEMORANDUM FOR ALL U.S. ARMY SECURITY ASSISTANCE COMMAND  
EMPLOYEES

SUBJECT: U.S. Army Security Assistance Command – Command Policy CP-103-1 –  
Anti-Harassment

1. REFERENCES.

a. Army Regulation (AR) 690-12 (Equal Employment Opportunity and Affirmative Action), 22 December 2016

([https://armypubs.army.mil/epubs/DR\\_pubs/DR\\_a/pdf/web/ARN8247\\_AR690-12\\_Web\\_Final.pdf](https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/ARN8247_AR690-12_Web_Final.pdf)), Appendix D, Department of the Army Anti-Harassment Policy Implementation Procedures.

b. AR 690-600 (Equal Employment Opportunity Discrimination Complaints), 9 February 2004

([https://armypubs.army.mil/epubs/DR\\_pubs/DR\\_a/pdf/web/r690\\_600.pdf](https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/r690_600.pdf)).

c. AR 600-20 (Army Command Policy), 6 November 2014

([https://armypubs.army.mil/epubs/DR\\_pubs/DR\\_a/pdf/web/r600\\_20.pdf](https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/r600_20.pdf)).

2. **PURPOSE.** This guidance reinforces Army's policy regarding our commitment to prevention and elimination of all types of workplace harassment, including sexual harassment.

3. **APPLICABILITY.** This Command Policy applies to all Military, Department of the Army Civilians, and Contractors assigned to, or under the operational control of, USASAC.

4. **POLICY.** I will not tolerate workplace harassment based upon race, color, sex, sexual orientation, religion, national origin, age, disability, reprisal, marital status, political affiliation, parental status, or genetic predisposition. Nor will I tolerate reprisal against anyone who reports harassment. I expect every manager, supervisor, leader and employee to share in this responsibility by treating all forms of harassment seriously and resolve issues expeditiously.

5. **HARASSMENT.** Harassment includes, but is not limited to, **unwelcome** conduct, intimidation, ridicule, insult, offensive comments or jokes, or physical conduct based on

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race, color, religion, sex (whether or not of a sexual nature), national origin, age (over 40), disability, genetic information, or reprisal when an employee's acceptance or rejection of such conduct explicitly or implicitly forms the basis for a tangible employment action affecting the employee, or the conduct is sufficiently severe or pervasive as to alter the terms, conditions, or privileges of the employee's employment or otherwise create a hostile or abusive work environment. Please note harassment is NOT limited to EEO-related issues and may exist based on other factors. Harassment may be committed by anyone in the workplace. Examples of prohibited conduct are bullying or intimidation in person or electronically; racial or ethnic jokes or stories; teasing, mimicking, or commenting on a person's disability, accent, or appearance; obscene or lewd comments or gestures; comments on a person's body or sexual characteristics; and display of nude or sexually suggestive objects, pictures, images, or cartoons. This list is not exhaustive.

#### **6. RESPONSIBILITIES OF SUPERVISORS AND MANAGEMENT OFFICIALS.**

Supervisors and managers, both civilian and military supervisors of Army employees, have a responsibility to maintain a workplace free of harassment. Supervisors will make reasonable efforts to prevent and promptly correct harassing behavior in the workplace. **When an employee makes a complaint to a management official about alleged harassment, the supervisor will investigate the allegation regardless of whether the harassment rises to the level of being severe or pervasive (the supervisor with disciplinary authority over the alleged harasser).** Complaints of harassment do not need to conform to any particular format or be in writing. Supervisors and managers of Army civilian employees will promptly address allegations of harassment with the employees directly involved in the incident, along with any witnesses who might have firsthand information. Managers must take prompt preventive and corrective action, including discipline, as appropriate, in consultation with the servicing staff judge advocate and the Labor Management Employee Relations (LMER) staff.

**7. RESPONSIBILITIES OF EMPLOYEES.** Employees must report any behavior they view as harassment before it becomes severe or pervasive. Although isolated incidents of harassment generally do not violate Federal law, a pattern of incidents may be unlawful. Employees should take advantage of opportunities the agency provides to prevent further harm. Supervisors and managers cannot correct harassing conduct unless they are aware of it. All Army employees (supervisors and nonsupervisors) are responsible for completing the mandatory "EEO, Anti-Harassment No FEAR Act Training" Course to gain an understanding of the Army's anti-harassment policy and procedures and their role in the complaint process.

**8. HOW TO REPORT HARASSMENT.** An employee who believes another person has subjected them to unwelcome harassing conduct should inform the person(s) responsible for the conduct that it is unwelcome and offensive and request that it cease.

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**If the conduct continues, or if the employee is uncomfortable confronting the responsible person(s) about the conduct, you should immediately report the matter to his or her immediate supervisor, the supervisor of the harasser or any other management official in the chain of command.** If you do not feel comfortable reporting to someone in your direct chain of command, the Chief of Staff has been designated to handle all workplace harassment. The employee may also report the matter to other officials, including The Inspector General, EEO or CPAC LMER personnel, union officials, or chaplains. If using these alternative options to report harassing conduct, the employee should give the official permission to notify the employee's supervisory or management chain. Employees who witness or become aware of harassing conduct directed at another employee(s) should report the matter to the supervisor of the offending employee(s) or other management officials in their chain of command.

**9. FILING AN EEO COMPLAINT.** Reporting harassment in accordance with this policy does not replace or satisfy the requirements for filing EEO Complaints, union grievances, or complaints in other forums; nor does it delay or waive the time limits for initiating claims in these forums. Employees may file an EEO Complaint through their servicing EEO Office. The employee must, however, file an EEO Complaint within 45 calendar days of the alleged incident or when the employee knew or should have known of the discriminatory or harassing conduct. USASAC will not tolerate retaliation against any employee for reporting matters under this policy or procedure, or for assisting in any inquiry about such a report.

**10. PROPONENT.** The proponent for this Command Policy is the EEO Office. Employees requiring more information regarding the discrimination complaint process or to discuss an employment issue may contact the EEO Office at 256-450-5628 (DSN 320) or 717-770-6866 (DSN 771).



JASON B. NICHOLSON  
Brigadier General, USA  
Commanding