



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
MEDICAL READINESS COMMAND, WEST
4070 STANLEY ROAD, SUITE 121
JBSA FORT SAM HOUSTON, TEXAS 78234-2715

Policy Memo 24-015

MCCR-EEO

10 June 2024

MEMORANDUM FOR All Medical Readiness Command, West Personnel

SUBJECT: Anti-Harassment

1. References.

- a. Title 29 Code of Federal Regulations, Part 1614 (Federal Sector Equal Employment Opportunity).
- b. The Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002 (No FEAR Act), 1 October 2003.
- c. Equal Employment Opportunity (EEO) Commission Management Directive 715 (EEO), 1 October 2003.
- d. Army Regulation (AR) 690-600, EEO Discrimination Complaints, 9 February 2004.
- e. AR 690-12 (EEO and Diversity), 12 December 2019.
- f. AR 600-20 (Army Command Policy), 24 July 2020.

2. Purpose. To describe the Commanding General's anti-harassment policy.

3. Proponent. The proponent for this policy is the Office of EEO Programs.

4. Applicability.

a. We must create workplace environments for our Soldiers, Civilian employees, and contract personnel that are beyond reproach. Our mission can be accomplished only with the support of every member of our organization working to their fullest potential in a professional environment free from any unlawful discrimination or harassment.

b. To succeed in accomplishing our mission, we must prevent and eliminate any type of harassment based on all protected bases. Unlawful harassment is defined as unwelcomed, offensive, or intimidating conduct such as ridicule, abuse, insults, derogatory comments, etc., that is directly or indirectly based on an individual's age,

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color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion and reprisal that has the purpose or effect of unreasonably interfering with a person's work performance, used as the basis for employment decisions and/or creating an intimidating, hostile, or offensive work environment.

5. Responsibilities.

a. Leaders at all levels must be vigilant in identifying inappropriate behavior and work aggressively to eradicate harassment. We must ensure that workplace policies, practices, and behaviors are fair, professional, and non-discriminatory.

b. Any Medical Readiness Command, West employee who believes that she/he has been the victim of harassment is encouraged to report it. Only by reporting harassing conduct at an early stage can we take the appropriate action to correct the behavior before it becomes severe and pervasive and, thus, violates the law. Early reporting will help to bring about timely resolution to problem situations.

c. Contact should be made with the appropriate chain of command and/or servicing EEO (Civilian), Military Equal Opportunity (Military), legal, or personnel offices for prompt, thorough, and impartial investigation. Army personnel who receive EEO inquiries from contract personnel should refer them to the servicing EEO office for information and guidance.

d. Persons who make a claim of harassment, witnesses, or others who provide information related to the claim will be protected against retaliation. We must also protect confidentiality to the fullest extent possible.

6. Procedures:

a. Commanders, managers, and supervisors must take seriously all complaints of harassment or unlawful discrimination.

b. The resources listed above are available to assist management officials in investigating complaints of harassment to ensure that all parties are contacted, the situation is documented, and appropriate corrective action is taken when harassment has occurred.

c. All Department of the Army (DA) Civilians are required to take the mandatory EEO, Anti-Harassment, and No FEAR Act online training. DA Civilians and Military members who supervise DA Civilians are required to take the EEO, Anti-Harassment, and No FEAR Act online training for supervisors. DA Civilians who do not supervise are

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required to take the EEO, Anti-Harassment, and No FEAR Act online training for non-supervisors. The training is required annually (1 October to 30 September each fiscal year); supervisors are required to ensure their DA Civilians have taken the training. The training is managed by the Army Training Requirements and Resources System (ATRRS) and delivered to personnel via Army Learning Management System (ALMS). Login to <https://www.atrrs.army.mil> for training. The completed training must be recorded in the Digital Training Management System. The training will familiarize you with your responsibilities and the complaint process available to all personnel.

7. This policy will be posted on all official bulletin boards and websites.

8. Point of contact is EEO Program Manager, at Cell (210) 380-7416, DSN 421-2632, Commercial (210) 295-2632.

YR SUMMONS
Brigadier General, USA
Commanding General