



DEPARTMENT OF THE ARMY
HEADQUARTERS, 108TH AIR DEFENSE ARTILLERY BRIGADE
BLDG X-4514 AIR DEFENSE LOOP
FORT BRAGG, NORTH CAROLINA 28310-5000

AFVL-DBC

18 June 2025

MEMORANDUM FOR All Personnel of the 108th Air Defense Artillery Brigade

SUBJECT: Policy Memorandum #3: Sexual Harassment Policy

1. Reference. AR 600-20, Army Command Policy, 6 February 2025
2. I am committed to upholding the Army's Policy regarding Sexual Harassment.
3. IAW AR 600-20, paragraph 7-4, 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 between the same or opposite genders when:
 - a. Submission to, or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career.
 - b. Submission to, or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person.
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creates an intimidating, hostile, or offensive environment.
4. Sexual Harassment demeans the dignity and respect of another person and degrades morale, discipline, and cohesiveness. It diminishes the high standards of honesty, integrity, and organizational values necessary to carry out the Army mission, and it is punishable under the Uniform Code of Military Justice (UCMJ). All leaders at all levels are responsible for taking preventive and corrective actions and ensuring complainants are protected from acts of threats of reprisal.
5. Individuals who feel they are being or have been sexually harassed should make it clear that the behavior is offensive and are encouraged to report the incident to their leadership, Sexual Harassment/Assault Response and Prevention (SHARP) Leader, Chain of Command, or the Inspector General's Office. Soldiers who feel that they have been sexually harassed can either report the incident formally or informally.
6. It is the right of all Brigade Soldiers, Civilians, and their Families to present a Sexual Harassment complaint to the command without fear of intimidation, reprisal, or harassment.

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7. Should a complainant feel uncomfortable in filing a complaint with his/her Chain of Command, or should the complaint be against a member of the Chain of Command, the following alternative agencies are available to receive and process Sexual Harassment complaints:

- a. Higher echelon in the Chain of Command
- b. SHARP Sexual Assault Response Coordinator or Victim Advocate (Sexual Harassment)
- c. Inspector General
- d. Chaplain
- e. Provost Marshall
- f. Medical agencies
- g. Staff Judge Advocate
- h. Housing Referral Office

8. Types of complaints.

a. Informal Complaint. Any complaint that a Soldier or Family member does not wish to file in writing. Informal complaints may be resolved directly by the individual, with the help of another unit member, the commander or other person in the complainant's Chain of Command.

b. Formal Complaint. Any complaint filed in writing that the complainant swears to the accuracy of the information. Formal complaints require specific actions, are subject to timelines, and require documentation of the actions taken.

9. All Sexual Harassment complaints will be handled with assistance from unit Sexual Harassment/Assault Response and Prevention Victim Advocates and, if necessary, the SHARP Sexual Assault and Response Coordinator. Additionally, if you believe that your complaint was not fairly or expeditiously handled by your Chain of Command, you may present it to me through my Open Door Policy.

10. To build and maintain a combat ready unit, each Soldier must be allowed to perform to their maximum potential as a full member of the team without exposure to sexual harassment. Leaders at every echelon are responsible for exercising active and positive leadership in the prevention of Sexual Harassment. Therefore, units will

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conduct the prevention of Sexual Harassment training inclusively with Sexual Assault Response training. Units will conduct at least 4 hours of SHARP training annually.

11. Additionally, SHARP training will be conducted before and after deployments and will include training on Sexual Harassment Prevention and complaint procedures.

12. This policy memorandum will be permanently posted on unit bulletin boards.

13. The point of contact for this memorandum is the BDE SARC, SFC Laing, Donald at (804) 930-4680 or donald.b.laing.mil@army.mil.



KING E COOPER JR.
COL, AD
Commanding