

DEPARTMENT OF THE ARMY  
Headquarters and Headquarters Detachment  
417th Base Support Battalion  
Unit # 26124  
APO AE 09031

AETV-WC-WC

12 December 2003

MEMORANDUM FOR RECORD

SUBJECT: Policy Letter 4, Sexual Harassment

1. One of the goals of the United States Army is to provide an environment free of sexual harassment. Sexual harassment is counterproductive and will be dealt with swiftly under the Uniform Code of Justice (UCMJ).

2. Sexual Harassment is:

- a. Influencing, offering to influence, soliciting, or threatening the career, pay and allowances, or job of another person, either male or female, in exchange for sexual favors.
- b. Deliberate or repeated offensive comments, gestures, or physical contact of a sexual nature.
- c. Unwelcome display of material of a sexual nature or discussion of topics that create either an intimidating, offensive, or hostile environment.

3. I expect all soldiers in my command to act professionally and to respect the rights of others. Everyone wants to work in an environment free of sexual harassment distracters. Sexual harassment is totally unacceptable. It detracts from work performance and leads to low levels of morale for the unit as a whole. We cannot afford this type of behavior and I will not tolerate it under any conditions. If a soldier in this command is sexually harassed, the victim should attempt to confront the person alleged, talk to your chain of command, and speak with the EOL if necessary. If none of these options improve the situation, then consult the Detachment sergeant for guidance, and finally, please use my open door policy to talk to me immediately. We want to resolve the issue at its earliest point before it becomes a problem. Don't wait until the situation gets to the point of being unbearable. It is too late. Let someone of authority know immediately of any situation that is about to occur.

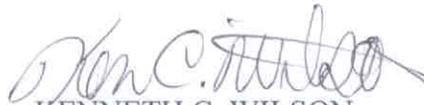
4. Anyone who is passively involved in sexual harassment, such as either knowing about an incident that is about to occur, or knowing of an incident that has already occurred is just as guilty as the person alleged in committing the harassment. I consider these two people the same because the passive individual allowed something to happen and did nothing to

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try and prevent the incident from occurring. For example, if someone overhears a sexually offensive comment expressed toward a third person or as a general comment to no one in particular in the workplace or while on official duty status, then that individual should take appropriate corrective action. If he / she decides to just allow the comment to go unchallenged, then that individual has condoned the offensive comment by not acting upon it, and is therefore showing a similar influence to the harassment. Silence is our enemy in these types of situations. Speaking up on someone's behalf may make the difference.

5. I will investigate all allegations with thoroughness. I will close the loop on all allegations, ensuring that situations like these will not go unnoticed.



KENNETH C. WILSON

CPT, AV

Commanding