



DEPARTMENT OF THE ARMY
HEADQUARTERS 25TH INFANTRY DIVISION AND US ARMY HAWAII
SCHOFIELD BARRACKS, HI 96857-6000

REPLY TO
ATTENTION OF

APVG-CG

5 November 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Hawaii Policy Letter 7 - Prevention of Sexual Harassment for Military and Civilian Personnel

1. References.

- a. ALARACT 123/2011, Subject: Mandatory Unit Sexual Harassment/Assault Response and Prevention (SHARP) Training, 4 April 2011.
- b. AR 600-20, Army Command Policy, 18 March 2008; RAR 004, 4 August 2011.
- c. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 Mar 2004, 3-11

2. Intent. To establish the policy on the Prevention of Sexual Harassment.

3. I am committed to the Army's policy against sexual harassment. Sexual harassment will not be practiced or condoned. It is the responsibility of every leader, military and civilian, to examine allegations of sexual harassment and take necessary action to ensure these matters are addressed swiftly, fairly, and effectively.

4. It is vital that all commanders, directors, managers, and supervisors actively work to prevent and eliminate any form of sexual harassment from their areas of responsibility. Sexual harassment is a form of gender discrimination that involves unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to, or rejection of such conduct is made—either explicitly or implicitly—a term or condition of a person's job, pay, career, or (2) submission to, or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

5. Supervisors and commanders engage in sexual harassment if they use or condone implicit or explicit sexual behavior to affect a person's career or pay. Similarly, any Soldier or civilian employee who makes deliberate or repeated unwelcome comments, gestures, or physical contact of a sexual nature is engaging in sexual harassment.

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6. I encourage anyone experiencing sexual harassment to report the harassment to their chain of command, or they may contact the staff of the Senior Commander SHARP Office (for military personnel), at 808-655-9442/9441/1603, located the USARHAW SHARP Resource Center, Building 692, Grant Hall, 3585 McCornack Road, Schofield Barracks, Hawaii 96857-6000. Civilians may contact the Civilian Equal Employment Opportunity (EEO) Office, at 808-438-4965, located in building S330 Room 101, 217 Montgomery Drive, Fort Shafter, Hawaii 96858-6000.

7. The chain of command will make every effort to resolve complaints and ensure complainants are protected from acts or threats of reprisal for filing sexual harassment complaints. To ensure strict impartialness, the lowest level of command to process, investigate, and adjudicate a formal sexual harassment complaint will be conducted at the brigade level. Sexual harassment affects teamwork and combat readiness. Effective mission accomplishment is contingent upon our ability to perform in a positive environment of mutual respect, dignity, and fair treatment for all of our military and civilian personnel.

8. This policy remains in effect until cancelled or superseded in writing.

9. Proponent. The Senior Commander SHARP Office is the proponent staff agency for this policy memorandum. Questions concerning this policy should be directed to the Senior Commander SHARP Office, 808-655-9442/9441/1603.



CHARLES A. FLYNN
Major General, USA
Senior Commander

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