



**DEPARTMENT OF THE ARMY**  
**US ARMY SOLDIER SUPPORT INSTITUTE**  
10000 HAMPTON PARKWAY  
FORT JACKSON SC 29207-7025

ATSG-CG (600-20a)

**FEB 22 2007**

MEMORANDUM FOR All Soldier Support Institute (SSI) Personnel

SUBJECT: Policy Memorandum #3 - Prevention of Sexual Harassment

1. I am totally committed to the Army's Sexual Harassment Policy, which demands respect for the human dignity of all soldiers, their family members, and Department of the Army civilians. Sexual harassment is a violation of professional ethics and integrity. It is unacceptable conduct and will not be tolerated. Sexual harassment destroys teamwork and negatively affects command readiness. The prevention of sexual harassment is everyone's responsibility. Leaders set the standards for soldiers and DA civilians to follow.

2. Sexual harassment is a form of gender discrimination that involves unwelcome sexual advances, request for sexual favors, and other verbal/physical conduct of a sexual nature 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; or

b. Submission to, or rejection of, such conduct by a person is used as a basis for career or employment decisions affecting that person; or

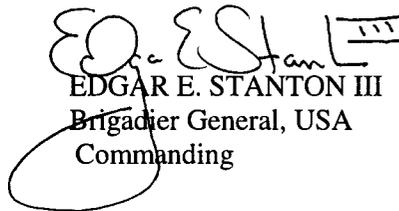
c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or it creates an intimidating, hostile, or offensive working environment.

3. Soldiers, family members, and DA civilians should report all cases of sexual harassment through their chain of command, EO Representative, SSI EO Advisor, or one of the alternate agencies listed in AR 600-20, Appendix E-1a (2) (Inspector General, Chaplain, Provost Marshal, Medical Agency Personnel, Staff Judge Advocate, and/or Housing Referral Office). Depending on the nature of the complaint, civilians may be referred to the Post EEO for further assistance. Importantly, individuals who report sexual harassment (to include witnesses) will be protected from threats or acts of reprisal. Threats or acts of reprisal should be reported to the DoD IG Hotline at (800) 424-9098 or DSN 664-8799. It is strongly encouraged to also simultaneously report such misconduct with the chain of command and Post IG Office, DSN 734-5580.

4. High standards of honesty, integrity, and conduct are essential to assuring the successful accomplishment of our mission. Unwelcome touching, sexual jokes, innuendoes, inappropriate e-mails, or posting of sexually revealing pictures, posters, cartoons, etc. violate these standards.

5. We all share the responsibility for helping to eradicate sexual harassment. Whether we are military or civilian, and whether or not we are in a command or supervisory position, we must not condone or ignore this offensive and demeaning behavior. We must deal with it swiftly and fairly whenever it occurs, so that we foster a work environment that reflects our standards of excellence.

6. READINESS STARTS HERE!

  
EDGAR E. STANTON III  
Brigadier General, USA  
Commanding