

DEPARTMENT OF THE ARMY  
BASIC COMBAT TRAINING BRIGADE  
UNITED STATES ARMY INFANTRY CENTER  
FORT BENNING, GEORGIA 31905

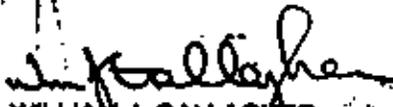
ATSH-BC

28 September 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Prevention of Sexual Harassment

1. To ensure the accomplishment of the brigade's mission, everyone, soldier and civilian, has the responsibility of maintaining the highest standards of honesty, integrity, and conduct.
2. Prevention of sexual harassment is the responsibility of every commander, manager, and supervisor. Everyone must be able to recognize sexual harassment, examine suspected violations, and take swift, fair, and effective action. There must be an atmosphere that is conducive to the presentation of complaints to the chain of command.
3. Sexual harassment is a form of sex discrimination that involves sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - a. Submission to or rejection of such conduct is made either explicitly or implicitly a term of conditions 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 interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.
4. It is each individual's responsibility to know what sexual harassment is, to never tolerate its occurrence, and to report any violations to the chain of command. I expect each soldier and civilian employee to help in the prevention of sexual harassment.
5. The procedures for filing complaints are:
  - a. If a soldier is unable to resolve a complaint of sexual harassment within the proper chain of command, a complaint may be filed with the brigade's Equal Opportunity Advisor.
  - b. Civilian employee's discrimination complaints must be filed by following procedures outlined in USAIC reg.
6. I am totally committed to an environment free of sexual harassment, and direct every member of the chain of command to internalize the same value.

  
WILLIAM J. GALLAGHER  
COL, IN  
Commanding

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