



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON FORT WAINWRIGHT
1046 MARKS ROAD #6000
FORT WAINWRIGHT, ALASKA 99703-6000

IMFW-EE

40015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Prevention of Sexual Harassment and Training Requirements for all Civilian Personnel
(Garrison Policy #5)

1. References:

- a. Equal Employment Opportunity Commission (EEOC), Equal Employment Opportunity, Management Directive 110 (EEOC MD-110), 5 August 2015.
- b. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 6 February 2004.
- c. 29 C.F.R. 1614, Federal Sector Equal Employment Opportunity, 9 November 1999.

2. I am committed to ensure that every U.S. Army Garrison, Fort Wainwright employee enjoys a non-hostile work environment, free of discrimination or harassment of any kind, including sexual harassment.

3. Sexual harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to or rejection of such conduct is explicitly or implicitly made a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decision affecting the individual; or (3) such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

a. All Garrison civilian employees and supervisors (Civilian/Military) are required to take the Army Equal Employment Opportunity (EEO), Anti-Harassment, and NO FEAR Training annually. The annual requirement and Sexual Harassment/Assault Response and Prevention (SHARP) training are outlined below:

(1) The Army Equal Employment Opportunity (EEO), Anti-Harassment, and NO FEAR online training is accessed through The Army ATRRS (ALMS) Courses:

- (a) EEO-203A Army EEO, Anti-Harassment & NO Fear (NON-SUPERVISORS).
- (b) EEO-203B Army EEO, Anti-Harassment & NO Fear Training (SUPERVISORS).
- (c) The link is: <HTTPS://WWW.ATTRS.ARMY.MIL/SELFDEVCTR/CATALOG/COURSE.ASPX>.

(d) Employees have the option of taking either modules, but all supervisors of civilians (including military supervisors of civilians) are required to complete the supervisory module. Upon completion of the training, please send all certificates to your training coordinator.

b. Initial SHARP: This is a mandatory one-time training requirement. All non-supervisory employees must attend this training as soon as possible after their initial appointment to an Army position. All new military and civilian supervisors of civilians will attend this training within six months of assuming a supervisory position.

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c. Refresher SHARP: All employees and supervisors must complete a refresher course every year. Contact your SHARP Trainer to confirm the training dates.

4. When employees raise issues of sexual harassment, managers and supervisors will immediately address their concerns. Management officials will initiate a prompt, thorough and impartial inquiry of all allegations. While conducting the inquiry, the confidentiality of sexual harassment complaints will be protected to the greatest extent possible. The EEO office can provide guidance on conducting inquiries and/or provide mediation services. If management finds that harassing behavior has occurred, they will take immediate action to report the incident, stop the harassing behavior and ensure further harassment does not occur.

5. Employees must take advantage of preventive or corrective opportunities. If employees believe they are being subjected to harassing behavior, the following avenues of redress are available:

a. a. Employees are encouraged to report sexual harassment to management officials before it becomes severe or pervasive. All incidents of sexual harassment should be reported to the first line supervisor. If the first line supervisor is perpetuating the harassing behavior, report the conduct to the next supervisor in the chain of command

b. If an individual has reported harassment to management officials and appropriate corrective measures have not been taken, they may report the harassing conduct to the Deputy to the Garrison Commander (DGC), Mr. Wesley Potter, (907) 353-7660, or by email: wesley.d.potter.civ@mail.mil. The DGC will put the complaint in writing and forward it to the commander within 48 hours of your discussion. Within 72 hours of receipt of the complaint, the commander will initiate an investigation of your allegations. Investigations are expected to be completed in 14 days and the complainant will be advised of the results and the commander's decision in writing. The decision of the commander is final, with no right of appeal to the courts and no entitlement to compensatory damages.

c. Individuals may file a complaint by contacting an EEO official or an EEO counselor within 45 days of the date of the alleged discriminatory action. Individuals providing information regarding harassing behavior or filing EEO complaints are protected by law against retaliation. For additional information on filing a complaint, contact Ms. Stacie Mason at (907) 353-6917 or email: stacie.r.mason2.civ@mail.mil.

6. I expect the personal involvement and commitment of each individual across the Command to prevent, and when encountered, report incidents of sexual harassment.

7. This policy supersedes Garrison Policy #5 SAB, dated 7 Apr 14.

8. Please direct policy questions to the Garrison EEO Manager, Stacie Mason, (907) 353-6917 or email: stacie.r.mason2.civ@mail.mil.


SEAN C. WILLIAMS
COL, SF
Commanding

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