



DEPARTMENT OF THE ARMY
U.S. ARMY MILITARY DISTRICT OF WASHINGTON &
JOINT TASK FORCE - NATIONAL CAPITAL REGION
102 3RD AVENUE, BLDG 39, SUITE 2
FORT LESLEY J. MCNAIR, DC 20319-5031

ANCG

MAY 22 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter – Anti-Harassment in the Workplace (Equal Employment Opportunity (EEO))– Memorandum #31

1. REFERENCE.

- a. Army Directive 2015-40, Implementing Procedures for Anti-Harassment Policy, 30 October 2015.
- b. Army Regulation 690-12, Civilian Personnel Equal Employment Opportunity (EEO) and Diversity, 12 December 2019.
- c. Army Regulation 690-600, Civilian Personnel Equal Employment Opportunity (EEO) Discrimination Complaints, 9 February 2004.
- d. U.S. Equal Employment Opportunity (EEO) Commission Instructions to Federal Agencies for EEO Management Directive 715 (MD-715), 1 October 2003.
- e. AR 600-20 (Army Command Policy), 24 July 2020

2. PURPOSE. To provide guidance to the U.S. Army Military District of Washington & Joint Task Force – National Capital Region (USAMDW/JTF-NCR) personnel on Anti-Harassment.

3. APPLICABILITY. This policy is applicable to all service members and civilian employees assigned to and/or under the operational control of USAMDW/JTF-NCR.

4. POLICY. USAMDW/JTF-NCR is strongly committed to providing a work environment where all members of the command are treated with respect and dignity. Workplace harassment based on race, religion, color, sex, ethnicity, national origin, age, disability, genetic information, or reprisal is not acceptable by any rank, civilian or military. Harassment is detrimental to mission success and is one of the most severe forms of disrespect that has no place in USAMDW/JTF-NCR.

Harassment is defined as verbal, non-verbal, or physical conduct that is so offensive as to alter the condition of an individual's workplace environment, either by culminating in a tangible employment action or by being so severe or pervasive that it creates a hostile work environment. Appropriate disciplinary action will be taken against managers or

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supervisors who fail to take appropriate action on reports of harassment and against employees who instigate or take part in any form of harassment.


Our success and mission accomplishments can only be achieved in an environment free of discrimination and harassment for all employees. Be vigilant and take personal responsibility to end discrimination and harassment of any form in the workplace.

Civilian employees must feel comfortable in coming forward and reporting discrimination, sexually harassing behavior, or workplace harassment without fear of retaliation. Employees should immediately address and resolve incidents of harassment at the lowest possible level. Employees should report incidents to the appropriate supervisory level or if the employee feels uncomfortable reporting the incident to the supervisor, the employee may contact servicing EEO Offices (below) within 45 calendar days of the alleged incident for guidance:

a. **DA CIV Employees:** Joint Base Myer-Henderson Hall (JBMHH) at (703) 696-6258, 111 Stewart Rd., Bldg. 321, Fort Myer, Virginia.

b. **DAF CIV Employees:** Joint Base Andrews (JBA) at (240) 612-6345, 1500 West Perimeter Rd., Suite 2510, JBA, Maryland 20762.

5. This policy is effective immediately.



TREVOR J. BREDEKAMP
Major General, USA
Commanding

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