



DEPARTMENT OF THE ARMY
UNITED STATES ARMY FORCE MANAGEMENT SCHOOL
5500 21ST STREET, BUILDING 247, SUITE 1400
FORT BELVOIR, VIRGINIA 22060-5923

DAMO-FMS

MEMORANDUM FOR Staff, Faculty and Students of the Army Force Management School (AFMS)

SUBJECT: AFMS Policy Letter #5 – Sexual or Other Unlawful Harassment

1. Reference:

- a. AR 600-20, Army Command Policy, 24 July 2020.
- b. AR 690-12, Equal Employment Opportunity (EEO) and Affirmative Action, 12 December 2019.
- c. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004.

2. It is the policy of this school that harassment and sexual harassment is unacceptable conduct and will not be tolerated. 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.

3. It is vital that all members of this organization actively work to prevent and eliminate any form of harassment or sexual harassment from their areas of responsibility. Sexual Harassment is a form of gender discrimination that involves unwelcome 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 or condition 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.

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c. 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.

4. Any person in a supervisory position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a Soldier or civilian employee is engaging in sexual harassment. Similarly, any Soldier or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is engaging in sexual harassment.

5. There is a zero tolerance for any form of unlawful harassment in the workplace which violates federal law, whether discriminatory treatment is based on sex (whether or not of a sexual nature), sexual orientation, race, color, religion, national origin, disability, Genetic Information Nondiscrimination Act (GINA) or protected activity under the anti-discrimination statutes. Offensive conduct constitutes harassment if it alters the conditions of the victim's employment, either by culminating in a tangible employment action or by being sufficiently severe or pervasive to create a hostile work environment.

6. All personnel assigned or attached to the AFMS are directed to ensure that all AFMS operations are conducted in an atmosphere free from any form of harassment, sexual or otherwise. Sexual harassment affects teamwork and mission accomplishment. 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.

7. I encourage anyone experiencing sexual or other unlawful harassment to report the harassment to the appropriate supervisor, EEO/Equal Opportunity (EO) official, or Inspector General (IG).

8. The proponent for this policy and incidents of harassment and sexual harassment is the EEO Office at (703) 805-2006 or the EO office at (703) 805-2288.

9. Point of contact for this memorandum is MAJ Francisco (Frank) Muniz at (703) 805-4488, email: francisco.muniz12.mil@army.mil.

KENDRA A. GREEN
Colonel, U.S. Army
Commandant