



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, U. S. ARMY GARRISON COMMAND
1741 MARSHALL ROAD
FORT BLISS, TEXAS 79916-6812

ATZC-CSE (690-700h)

8 June 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: DA Policy on Prevention of Sexual Harassment

1. References:

- a. CG Policy Letter, Number B-1, 10 Dec 03, subject: Equal Opportunity (EO) and Civilian Equal Employment Opportunity.
- b. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004.
- c. Section 703 of Title VII of the Civil Rights Act of 1964, as amended.

2. This command fully endorses the Department of the Army policy on Sexual Harassment as well as requirements for training of the civilian work force. All employees are to receive initial training conducted by certified trainers. The standardized training will be in accordance with guidelines established by DA.

3. Mandatory training for all newly employed supervisors and employees will be held twice a year. Schedules will be announced on the ALL BLISS. Directors are responsible for ensuring that all new employees and supervisors receive this mandatory training. Refresher training is also required as mentioned in paragraph 5 below.

4. The Fort Bliss Equal Employment Opportunity Office has developed a refresher training module which is available through the Fort Bliss Intranet. The training module meets the following objectives:

- a. Defines sexual harassment in the work place.
- b. Identifies situations which have the potential to be sexually harassing.
- c. Identify employer and employee potential liabilities.
- d. Understand and apply Army policy.
- e. Know elements of successful counseling action to achieve behavioral change.

ATZC-CSE (690-700h)

SUBJECT: DA Policy on Sexual Harassment

5. Commanders, Directors, Managers and Supervisors are reminded of their responsibility to track and monitor training of all their employees. As of 9 June 2003, the EEO office has offered ***POSH training online***. The training is available through the Fort Bliss Intranet. Once you log into the POSH Exam you will be able to access the Training Module at the Equal Employment Opportunity site. Each employee is required to take the POSH final exam located directly after the training module. There are 10 questions on the exam, each question is worth 10 points. Five or more questions missed will indicate a no pass score. You will be notified immediately if you pass or fail the exam. Scores are final, however, if an employee fails the initial exam, they will be required to take a makeup exam at the end of the year. Personnel from the EEO office will extract data from the exam for analysis and tracking purposes. Immediate supervisors will be responsible for ensuring all their employees complete the training and take the exam. The EEO office will be sending out suspenses on a quarterly basis reminding supervisors to ensure their employees access the online training and take the exam.

6. Point of contact for this action is Liz Childers, EEO Specialist, 568-5143.



BRYON E. GREENWALD
COL, AD
Commanding

DISTRIBUTION:

C