



DEPARTMENT OF THE ARMY
USA MEDICAL DEPARTMENT ACTIVITY
600 CAISSON HILL ROAD
FORT RILEY KANSAS 66442-5037

NUMBER 2

MCXX-HRD

JAN 7 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy – Prevention of Sexual Harassment in the Workplace

1. Purpose: To clarify the definition and policy of sexual harassment in the workplace and to outline the consequences of such action.
2. General:
 - a. Sexual harassment is unacceptable conduct at MEDDAC and will not be tolerated by this Command.
 - b. The definition of sexual harassment is:
 - (1) Deliberate or repeated offensive comments, gestures, or physical contact of a sexual nature. It is not limited to the work environment and can occur at almost any place or time; or
 - (2) Influencing, offering to influence, or threatening the career, pay, or job of another person, regardless of gender, in the exchange for sexual favors.
 - c. All leaders and supervisors must be alert for incidents of sexual harassment and take action to correct inappropriate behavior. Sexual harassment debilitates morale, and we must make it clear to our Soldiers and civilians that engaging in or condoning this behavior will incur disciplinary or adverse administrative action.
 - d. Soldiers or civilian staff members who are sexually harassed are encouraged to make it clear to the offender that such behavior is offensive. They should then report it immediately through their chain of command. Civilians should contact the Installation Equal Employment Opportunity Office (EEO) within 45 days of the alleged incident if they choose to initiate counseling. Soldiers may go to an Equal Opportunity Leader.
 - e. The chain of command will investigate all complaints of sexual harassment brought to their attention. External agencies such as the 1st Infantry Division Equal Opportunity Office, Inspector General's Office, Equal Employment Opportunity and the Staff Judge Advocate Office are available to assist the chain of command in its investigation.
 - f. Every Soldier and civilian staff member assigned to MEDDAC is expected to refrain from sexual harassment. We are unable to maintain the expected readiness posture or productivity when the efforts of Soldiers or staff members are adversely affected by sexual harassment.

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3. The points of contact for this memorandum are Civilian EEO, 500 Huebner Road, Rm 120, Fort Riley, KS 66442, (785) 239-2595, SSG Renee Butler, Primary Equal Opportunity Leader, at (785) 239-8303, or the undersigned.



BARRY R. FOCKRANDT
COL, MC
Commanding

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NUMBER 3

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy – Procedures for Filing an Equal Employment Opportunity (EEO) Discrimination Complaint – For Civilians

1. Equal Employment Opportunity (EEO) is a continuing process, which emphasizes the positive approach in effectively managing our most important resource - people. It includes initiating progressive policies concerning the way employees and applicants are treated in all aspects of the employment process. We must analyze the methods, procedures and results of personnel actions to determine whether qualified employees or applicants have been excluded from such things as greater employment opportunities, training, developmental details or awards for reasons of race, color, religion, national origin, age (40+), sex, reprisal, genetic information, or physical/mental disability. EEO must not be thought of as a program in itself, but rather an integral part of our personnel management practices. A successful program requires a continuing commitment and maximum effort from each and every employee of the MEDDAC.
2. I assure you that EEO is a concept I will utilize in managing the MEDDAC. I encourage any MEDDAC civilian employee who believes they have been discriminated against to discuss the matter with their immediate supervisor. If the employee's supervisor is unable to address the issue or the employee does not wish to utilize his or her supervisory chain, the employee should contact the Installation EEO Office within 45 calendar days of the date of the alleged discriminatory incident or knowledge of the incident. As an integral part of the process, I will do everything in my power to resolve such complaints to the satisfaction of all concerned.
3. I also ask that you be especially keen to meeting the established EEO goals. We play a very important role in this endeavor, not only by assuring regulatory compliance, but also by setting a mood of commitment to this task.
4. I have assured the EEO Office that they will have our full support as team members for this program. I expect each of you to assist me in working for and maintaining a work climate free of discrimination.
5. If you need further information, please contact the Civilian EEO Office at commercial (785) 239-2595 or DSN 856-2595. The fax number is (785) 239-3119 or DSN 856-3119. The EEO Office is located at 500 Huebner Road, Room 120, Fort Riley, KS 66442.


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NUMBER 24

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy – Civilian Equal Employment Opportunity Program

1. We must all be committed to the Equal Employment Opportunity (EEO) policies established by the Department of the Army and embodied in the Fort Riley's EEO Programs. These programs are an integral part of the Army and impact our mission and overall readiness. I fully support efforts that promote and ensure fairness and equality for all persons.
2. Any discrimination on the basis of race, color, religion, age (40+), sex, national origin, physical/mental disability, genetic information, or reprisal from previous EEO activity, which is also unlawful, impedes the accomplishment of our mission. One of our Army Medical Department's core values remains that of focusing on courtesy, compassion, and respect towards people - our employees, job applicants, as well as those we serve.
3. In an effort to resolve issues at the lowest level possible, the chain of command is the primary channel for communication for all work-related issues. However, at any time, civilians may contact the Fort Riley EEO Office to exercise their right to address employment action(s) they perceive to be discriminatory. The EEO staff is available to assist or facilitate with resolution.
4. The Fort Riley EEO office is located at 500 Huebner Road, Room 120, (785) 239-2595 or DSN 856-2595. The fax number is (785) 239-3119 or DSN 856-3119.


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