DEPARTMENT OF THE ARMY
16TH SPECIAL TROOPS BATTALION
UNIT 27503
APO AE 09139

REPLY TO
ATTENTION OF

AETS-SBB-CO

25 April 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Battalion Commander's Policy Letter #4, Prevention of Sexual Harassment (POSH)

1. Sexual Harassment is unacceptable conduct and it will not be tolerated. It is not limited to the workplace and can occur at any place on or off duty. Allegations of sexual harassment will be fully investigated and resolved by the chain of command.

2. Examples of sexual harassment include, but are not limited to, the following: unwelcome sexual advances, requests for sexual favors, catcalls and openly lewd comments or gestures, or any other verbal or physical conduct of a sexual nature. I am totally committed to a policy that demands respect for all members of the Battalion and their Family members. It is the responsibility of each leader to take action upon an allegation of sexual harassment. Soldiers have a responsibility to document and report such acts.

3. Allegations of sexual harassment will be thoroughly investigated in accordance with appropriate regulations. Actions will be taken to discipline offenders via court martial or non-judicial punishment as appropriate. I expect all members of the Battalion to promptly report violations of this policy to the chain of command.

4. Complainants may choose to file either a formal or informal complaint. Regardless of what type of complaint is filed, the agency that receives the complaint will tell the complainant what role the agency has, what will be done with the complaint and assist the commander in resolving the complaint at the lowest level possible. The complainant and accused have the option to appeal the results.

5. All members of the 16th STB have the right to present complaints without fear of intimidation or harassment. The chain of command will ensure that complainants and witnesses are protected from reprisal and retaliation.

6. This policy letter is consistent with all policies, procedures, and regulatory guidance established in AR 600-20. All complaints raised under this policy will be processed according to the requirements of AR 600-20, Appendix D.

7. The point of contact for this action is the undersigned at 469-7188.

8. ***ON POINT!***

CODY L. ZILHAVER
LTC, FC
Commanding

DISTRIBUTION:
HHC, 16th STB
504th BDE SIG CO
106th FMCO