



DEPARTMENT OF THE ARMY
504TH BRIGADE SIGNAL COMPANY
16TH SPECIAL TROOPS BATTALION
16TH SUSTAINMENT BRIGADE
APO AE 09139

REPLY TO:
ATTENTION OF:

AER-SB-SI

29 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #3, Prevention of Sexual Assault

1. Reference AR 600-20, Army Command Policy
2. I am committed to ensuring that soldiers, civilian employees, and family members live and work in an environment free of sexual assault. Leaders at every level must be committed to creating and maintaining an environment that promotes productivity and respect for human dignity. Sexual assault destroys teamwork and negatively affects combat readiness, and most of all it is a CRIME!
2. Prevention of sexual assault is everyone's responsibility. Every soldier, civilian employee, and family member is responsible for treating one another with dignity and respect. Leaders have a special responsibility: to prevent sexual assault by setting an example of how to treat others and by creating an environment conducive to good order and discipline. This applies both on and off post.
4. Allegations of sexual assault must be taken seriously and investigated promptly. Individuals who feel that they are being sexually assaulted should seek relief at the lowest level and request assistance from their chain of command, equal opportunity office, or equal employment opportunity office. Complaints should be referred to the chain of command, but may also be made through other channels, such as the Inspector General, Provost Marshal, Chaplain, or Staff Judge Advocate. Leaders will ensure that individuals who feel they were sexually assaulted are permitted to file complaints without fear of intimidation, harassment, or reprisal.
5. Sexual assault training will be conducted every quarter for ALL soldiers that are assigned to the 16th Special Troops Battalion. Newly assigned soldiers will receive a sexual assault briefing during the monthly Battalion newcomers brief.
6. Sexual assault will not be practiced, condoned, or tolerated. Leaders will ensure that everyone understands this policy.


JEFFREY R. BLACKSHER
CPT, SG
Commanding