



DEPARTMENT OF THE ARMY
MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND
1 SOLDIER WAY
SCOTT AFB, IL 62225-5006

AMSD-EEO (RN 100)

20 July 2022

MEMORANDUM FOR ALL PERSONNEL

SUBJECT: Command Policy Memorandum – Anti-Harassment

1. References.

- a. AR 690-12 (Equal Employment Opportunity and Diversity), Appendix D.
- b. AR 690-600 (Equal Employment Opportunity Discrimination Complaints).
- c. EEOC Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors.

2. The Military Surface Deployment and Distribution Command (SDDC) is committed to preventing and eliminating all types of workplace harassment (whether or not of a sexual nature) based upon race, color, sex, religion, national origin, age (over 40), disability, reprisal, or genetic information. Workplace harassment, including sexual harassment, is unacceptable conduct and will not be tolerated. Harassing conduct is defined as any unwelcome verbal or physical conduct based on any characteristic protected by law. Harassment becomes unlawful when an employee's acceptance or rejection of such conduct explicitly or implicitly forms the basis for a tangible employment action affecting the employee, or the conduct is sufficiently severe or pervasive as to alter the terms, conditions, or privileges of the employee's employment or otherwise creates a hostile or abusive work environment.

3. To ensure effective measures are taken to address concerns of harassment in the workplace, it is imperative that reported incidents of harassment are properly addressed in accordance with reference (a). Incidents of harassment may be reported through your chain of command or the Equal Employment Opportunity (EEO) Office. As we continue to execute the critical mission of SDDC, it is imperative that we reduce barriers to command success.

4. The point of contact for this policy is the SDDC Office of Diversity and Inclusion/EEO at Commercial: (618) 220-5706 or DSN: 312-770-5706.

5. This policy memorandum will remain in effect until superseded or rescinded.

Encl


GAVIN A. LAWRENCE
Brigadier General, USA
Commanding

Enclosure

Employee	Reports Harassment to EEO or CoC				
Equal Employment Opportunity	Intakes information from employee. Notifies CoC and SJA.		If employee wishes to pursue EEO complaint. EEO Office processes complaint IAW 690-600.		
Chain of Command	Gathers information from employee. Notifies EEO and SJA.		Conducts initial inquiry and communicates with SJA and LER.	If initial inquiry is insufficient CoC may request AR 15-6 investigation.	Complete AR 15-6. Consult with SJA and LER at conclusion.
Staff Judge Advocate		SJA notified of allegation. Advises CoC to conduct initial inquiry.		CoC consults with SJA and LER to determine if inquiry supports corrective or disciplinary action.	Allegation substantiated involving military member, recommend action IAW UCMJ.
G1 Labor Employee Relations					Allegation substantiated, recommend corrective or disciplinary action IAW AR 690-700.

All reports of discriminatory harassment made to any member of leadership will be forwarded to the employees chain of command for immediate processing.

The above is intended to support AR 690-12 Appendix D as a visual representation of the process set for by Department of the Army. The process map does not supersede or replace Army regulation. It demonstrates how to appropriately address allegations of harassment.