



DEPARTMENTS OF THE ARMY AND THE AIRFORCE  
OFFICE OF THE ADJUTANT GENERAL OF VIRGINIA  
JOINT FORCE HEADQUARTERS - VIRGINIA  
5901 BEAULAH ROAD, VIRGINIA 23150-6112

REPLY TO  
ATTENTION OF

NGVA-AG

1 June 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy 13-05, Sexual Harassment Prevention Policy

1. References:

- a. NGR 600-21 Equal Opportunity Program In Army The National Guard.
- b. ANGPAM 30-02 Prevention of Sexual Harassment.
- c. Virginia National Guard Command Policy 13-04, Sexual Assault Prevention and Response (SAPR) Program Policy, dated 1 June 2013.
- d. Virginia National Guard Command Policy 13-06, Prohibiting Sexually Explicit or Suggestive Material in the Work Place, dated 1 June 2013.
- e. Technician Personnel Regulation 752, Sexual Harassment Table 18a, Sexual Harassment 8 July 2005.
- f. Virginia Department of Human Resources Management, Policy 2.05, Equal Employment Opportunity
- g. Virginia Department of Human Resources Management, Policy 1.60, Standards of Conduct
- h. Virginia Department of Human Resources Management, Policy 1.80 Work Place Violence

2. The Virginia National Guard's policy on sexual harassment prevention in the work place is clear and unequivocal. Sexual harassment is illegal and will not be tolerated in the Virginia National Guard. Sexual harassment is degrading and disruptive behavior that compromises unit readiness and adversely impacts our mission and our work environment.

3. Sexual harassment is defined as a form of gender discrimination that involves unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when

- a. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career; or

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b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; or

c. Such conduct interferes with an individual's performance or it creates an intimidating, hostile, or offensive environment.

4. The prevention of sexual harassment is a major concern and it is everyone's responsibility. This sexual harassment prevention policy applies to all Department of Military Affairs/Virginia National Guard personnel (military and civilian) including all Title 32 Active Guard/Reserve (Army and Air National Guard) personnel, Dual Status and Non-Dual Status Federal Technicians, Traditional Guard members, state employees, and contractors.

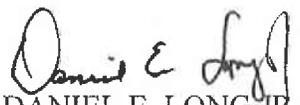
5. Leaders will develop plans to assess the effectiveness of programs designed to prevent and eliminate sexual harassment. Leaders should focus on policy, communication, education, training, enforcement and assessment. Ignorance of the regulations and laws as an excuse for illegal behavior will not be accepted as a defense.

6. Each department will conduct prevention of sexual harassment training in accordance with their applicable training requirements. The EO/EEO Office will assist departments in their efforts to conduct prevention of sexual harassment training in the Virginia National Guard.

7. Simply stated our policy is "Zero Tolerance." We will accomplish this goal with the support of everyone in the Virginia National Guard. We must ensure that all personnel are accorded respect in their work environment. Failure to enforce this policy will result in disciplinary action.

8. Sexual harassment concerns or questions are to be directed to the EO/EEO Office at (804) 236-7739.

9. This policy supersedes VaNG command policy 11-09 dated 1 February 2011 and will be permanently displayed on all bulletin boards.

  
DANIEL E. LONG JR.  
MG, VaARNG  
The Adjutant General

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