



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE ASSISTANT SECRETARY**  
**MANPOWER AND RESERVE AFFAIRS**  
111 ARMY PENTAGON  
WASHINGTON DC 20310-0111

June 25, 2003

MEMORANDUM FOR IMA, IRA, and MACOM EEO DIRECTORS

SUBJECT: Policy on Prevention of Sexual Harassment (POSH) Training

This memorandum is to answer the many inquiries we have received concerning Army policy on training for the Civilian workforce in prevention of sexual harassment. As you know, we have a policy in the Army to take positive and immediate steps to combat sexual harassment. Our policy continues to be that training will be provided to Army managers, supervisors, and employees to ensure they understand the issues as well as their responsibilities in preventing sexual harassment in the workplace.

All Army personnel will receive training in prevention of sexual harassment. Individuals must be certified to deliver the training. The trainer certification process will follow DA guidelines and be carried out by experienced, certified train-the-trainers. After receiving the initial course, which follows the guidelines set forth in the standardized DA course already being used, personnel will attend refresher training on a biennial basis. Refresher training may be locally developed and should meet the following training objectives:

1. Define sexual harassment in the workplace.
2. Ensure Army policy is understood and applied.
3. Identify situations that have the potential to be sexually harassing.
4. Identify employer and employee potential liabilities.
5. Know elements of successful counseling actions to achieve behavioral change.
6. Know appropriate corrective action including discipline, as appropriate.

IMA, IRA and each MACOM will designate an individual to provide oversight and assistance to subordinate installations. This will ensure that each level of command has adequate and competent trainers to carry out this policy as well as to monitor the effectiveness of the training. This individual will report to the EEO and Civil Rights Office on a semiannual basis on the status of the training and its effectiveness. Our continued monitoring is more important than ever.

Request you forward the name of the oversight/assistance individual that you designate to Ms. Gail Wire, Director, Federal Women's Program,

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**Gail.Wire@hqda.army.mil**. The enclosed one-time report is requested to determine the current status of the Army's certified trainers. I am counting on your help in this matter.

/S/

Luther L. Santiful  
Director of Equal Employment  
Opportunity and Civil Rights

Enclosure

## **ARMY PREVENTION OF SEXUAL HARASSMENT TRAINING STATUS REPORT**

To ensure Army leadership at all levels is committed to creating and maintaining an environment conducive to maximum productivity and respect for human dignity, all Army personnel will receive training in prevention of sexual harassment. Certified trainers following DA guidelines must deliver the training.

IMA, IRA, and each MACOM will designate an individual to provide oversight and assistance to all their field activities regarding POSH training. In this vein, we need to determine the availability and skill level of personnel trained to deliver POSH training. Request you forward the Name, Title, Series, Grade, Address, Phone Number, Fax Number and Email address for the following individuals:

- a. Individual designated to provide oversight and assistance.
- b. Individuals certified as Prevention of Sexual Harassment Training-the-Trainers (include a copy of the individual's certification).
- c. Individuals certified as Prevention of Sexual Harassment Trainers (include a copy of individual's certification).
- d. If you have developed POSH refresher training, provide a copy of the curriculum/syllabus (This includes any on-line training programs).

Forward all materials **NLT August 31, 2003** to ATTN: Gail J. Wire, Director, Federal Women's Program; 1941 Jefferson Davis Hwy; CM #4, Suite 207; Arlington, VA 22202 4508; Fax: (703) 607-2042; email: [gail.wire@hqda.army.mil](mailto:gail.wire@hqda.army.mil). Questions may be directed to Ms. Wire at (703) 607-1979 or via email.