



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY RECRUITING BATTALION ALBANY
21 AVIATION ROAD
ALBANY, NEW YORK 12205-1131

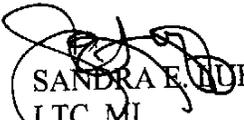
RCNE-AL-CO (600-20)

6 June 2003

MEMORANDUM FOR All Battalion Personnel

SUBJECT: Policy Memorandum #3: Prevention of Sexual Harassment POSH

1. References: AR 600-20, Army Command Policy; USAREC CG Policy Letter F-5, 19 November 2000
2. Sexual harassment is a continuing concern to me. It undermines morale and the respect for human dignity, which I demand for all members of this command. Further, it interferes with the work effectiveness of its victims and their co-workers. I will not tolerate sexual harassment in this command.
3. Sexual harassment is an unsolicited and unwelcome behavior of a sexual nature. It may consist of sexual advances, physical contact of a sexual nature, or sexually oriented remarks and conduct. Sexual harassment may occur whenever men and women meet and work together. It can originate from either sex and from peers as well as supervisors. It may affect soldiers, civilian employees, individuals applying for enlistment, and other civilian employees.
4. I highly encourage any individual who experiences this unwelcome behavior to take the following steps to resolve the matter. First confront the person(s) whose behavior has offended you. If this does not correct the situation and it continues, use your chain of command in attempting to resolve your complaint. If the situation persists, or if your complaint directly involves a member of your chain of command, you should lodge a formal EO complaint. Follow the guidelines in my Equal Opportunity Policy. Your complaint will be formally acknowledged and will receive immediate command attention.
5. All supervisors must be very sensitive to the problem of sexual harassment and must actively enforce my policy on a daily basis. All supervisors will ensure their subordinates fully understand that sexual harassment will not be tolerated in this command. Individuals involved in any sort of conduct, which demeans self-respect, will be dealt with swiftly and firmly. Sexual harassment is a very serious matter and I expect everyone's full support.
6. POC this policy is the battalion S-1 (518) 438-7390.


SANDRA E. NUFF
LTC, MI
Commanding