



DEPARTMENTS OF THE ARMY AND THE AIR FORCE

JOINT FORCES HEADQUARTERS - ALASKA

OFFICE OF THE ADJUTANT GENERAL

PO BOX5800

JOINT BASE ELMENDORF-RICHARDSON AK 99505-0800

14 May 2019

NGAK-TAG

MEMORANDUM FOR ALASKA NATIONAL GUARD (AKNG) AND DEPARTMENT OF MILITARY AND VETERANS' AFFAIRS (DMVA) EMPLOYEES AND MEMBERS

SUBJECT: Sexual Harassment Prevention Policy

1. The Department of Military and Veterans' Affairs is committed to maintaining a work environment free from unlawful discrimination and sexual harassment. Sexual harassment in any form by AKNG/DMVA employees, members, or individuals conducting business on property under AKNG/DMVA control, or at sponsored activities is unacceptable, and will not be tolerated.
2. **Sexual Harassment** is a form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when any of the following occur:
 - a. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment, pay, or career; or
 - b. Submission to or rejection of such conduct by an individual is used as a basis for career or employment decisions affecting the individual; or
 - c. Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.
3. Any military member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, physical contact of a sexual nature or creates a sexually harassing environment by displaying pictures, objects, or uses any other media of a sexual nature, is committing sexual harassment.
4. Any allegation of sexual harassment committed by or against any soldier, airman, or federal or State civilian employee will result in a prompt, thorough, and impartial inquiry, with timely, appropriate disciplinary action when it is determined that harassment has occurred.
5. The AKNG/DMVA strives to set the highest standards in all areas of fair treatment. We must take a proactive role in preventing and eliminating sexual harassment and in ensuring that no employee or applicant for employment is retaliated against for reporting a matter of harassment or discrimination. Adverse treatment to any individual that reports harassment or provides information relating to such a complaint will not be tolerated.
6. Prevention and resolution is the responsibility of all AKNG/DMVA employees. Commanders, supervisors, and managers at all levels will be held directly responsible and accountable for the work environment under their control.

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7. The Equal Employment Opportunity (EEO) civilian and Equal Opportunity (EO) military reporting processes start by contacting the State Equal Employment Manager (SEEM) for civilian discriminatory issues and the immediate chain of command or EO office for military personnel. Issues relating to federal or State employment must be reported to the SEEM within 45 days of the discriminatory event. National Guard Military personnel must report a claim of sexual harassment to their supervisory chain of command or the EO office within 180 days of the discriminatory event.

8. Any questions or concerns regarding this policy may be directed to the State Equal Employment Manager's office at (907) 428-6466, Room E201, Joint Force Headquarters, Joint Base Elmendorf-Richardson.

A handwritten signature in black ink, appearing to read "Torrence W. Saxe". The signature is written in a cursive, slightly slanted style.

TORRENCE W. SAXE, Brig Gen (AK), AKNG
The Adjutant General