



DEPARTMENT OF THE ARMY
US ARMY CORPS OF ENGINEERS
NORFOLK DISTRICT
FORT NORFOLK
803 FRONT STREET
NORFOLK VA 23510-1011

CENAO-EX

1 July 2022

COMMANDER'S POLICY MEMORANDUM NUMBER - EEO-02

SUBJECT: Sexual Harassment/Assault Response and Prevention

1. References:

- a. Army Regulation (AR) 600-20, Army Command Policy, 24 July 2020
- b. AR 690-600, Equal Employment Opportunity (EEO) Discrimination Complaints, 9 February 2004

2. I am strongly committed to providing a workplace where all employees have an opportunity to reach their fullest potential and contribute to the success of our mission. I will not tolerate sexual harassment or sexual assault within The Norfolk District. Supervisors and managers are responsible for maintaining a workplace that is free from sexual harassment and sexual assault.

3. Sexual harassment and sexual assault are both unacceptable and unlawful. Sexual assault is a crime and is defined as intentional sexual contact characterized by the use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. Sexual harassment is a form of gender discrimination that includes unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. Submission to or rejection of is made a term or condition of a person's job, pay, career;
- b. Submission to or rejection of is used as a basis for career or employment decisions;
- c. Conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

4. I encourage all employees to report incidents of sexual harassment and sexual assault. Reporting options include:

- a. Civilian employees may report sexual harassment to their supervisors. They can also initiate a complaint of discrimination through the EEO Office at (757) 201-7054

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within 45 days of the most recent incident of harassment. Civilian employees should report allegations of sexual assault to local law enforcement.

b. Military service members should report sexual harassment to either their chain of command or military Equal Opportunity Advisor. Sexual assault reporting options include:

(1) Restricted reporting: Sexual Assault Response Coordinator (SARC) - Vincent DiMaira at (347) 416-2322, Victim Advocate (VA) or Healthcare personnel. The DoD Safe Helpline at (877) 995-5247 is an additional resource.

(2) Unrestricted reporting: Commander, Criminal Investigation Division, Inspector General, SARC, VA, or healthcare personnel.

5. Military and civilian employees must complete Sexual Harassment/Assault Response and Prevention (SHARP) Training (Part I and II) each fiscal year. Supervisors and managers are responsible for ensuring their employees satisfy this training requirement. The EEO Office will coordinate SHARP training on a regular basis and will monitor attendance records.

6. The point of contact for this memorandum is the EEO Officer, Anna Myers, at (757) 201-7054 or anna.h.myers@usace.army.mil.

BRIAN P. HALLBERG, PMP
COL, EN
Commanding