



**MISSOURI NATIONAL GUARD**  
JOINT FORCE HEADQUARTERS  
IKE SKELTON TRAINING SITE  
2302 MILITIA DRIVE  
JEFFERSON CITY, MISSOURI 65101-1203

MONG POLICY MEMO #14-39

NGMO-HRD-EO

6 October 2014

MEMORANDUM FOR DISTRIBUTION A & D

SUBJECT: Sexual Harassment

1. References:

- a. NGR 600-21, Equal Opportunity Program in the Army National Guard, dated 14 Sep 01.
- b. NGR 600-22/ANGI 36-3, National Guard Military Discrimination Complaint System, dated 30 Mar 01.
- c. ANGI 36-7, Air National Guard Military Equal Opportunity Program, dated 25 Apr 03.
- d. Officer and Enlisted Evaluation System, AFI36-2406\_AFGM2014-04, dated 17 Sep 14.

2. Sexual harassment is inappropriate and totally unacceptable behavior – it violates integrity standards and Missouri National Guard (MONG) values. Sexual harassment occurs in conducive environments and MONG personnel will deliberately create a non-conductive environment. MONG personnel, especially leaders, are accountable and responsible to prevent sexual harassment. Specifically:

- a. MONG personnel will not subject others to unsolicited and unwelcome sexual advances.
- b. MONG personnel will intercede to stop behavior which others could reasonably interpret as inappropriate, sexual in nature, or sexually harassing.
- c. Leaders, including Full-Time Unit Support (FTUS), will promptly respond to both official sexual harassment complaints and informal complaints.
- d. Leaders, including FTUS, will foster a sexual harassment intolerable work environment.
- e. Units will utilize responsible sponsorship to mentor and insulate junior and other at-risk personnel, especially new unit members, from potential sexual harassment.
- f. Leaders, including FTUS, will discourage after duty-hours activities which tend to provoke inappropriate sexually harassing behavior.

3. Anyone who uses implicit or explicit sexual behavior to control, influence, or affect the career, pay, grade/rank, or position of an individual, engages in sexual harassment.

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Additionally, any individual engaging in offensive sexual behavior also engages in sexual harassment. Offensive behavior includes:


- a. Repeated sexual flirtations, advances, requests for sexual favors, or propositions.
- b. Repeated verbal abuse of a sexual nature.
- c. Explicit overt gestures or degrading verbal comments about another individual's abilities based upon his/her sex.
- d. Any offensive or abusive sexual related contact.
- e. Inappropriate display of body parts considered sexual in nature.
- f. Showing favoritism or creating an intimidating, hostile, or abusive work environment due to remarks, gestures, pictures, or other stimulus sexual in nature.

4. Commanders will give prompt attention to every sexual harassment complaint, treat each complaint objectively, and resolve each situation as expeditiously as possible. Commanders will also apprise, for situational awareness only, the first General Officer in the chain of command of all sexual harassment complaints within 24 hours. Units will process complaints in accordance with NGR 600-22/ANGI 36-3. As well, units will report all sexual harassment complaints, even complaints handled with a local verbal or written counseling, quarterly through major commands to the State EO Office. FTUS will post complaint filing procedures at all units.

5. When a Service member is found culpable of sexual harassment, the chain of command will annotate it on the Service member's Officer Evaluation Report (OER) or Non-Commissioned Officer Evaluation Report (NCOER) in accordance with Army Directive 2013-20 and AFI36-2406\_AFGM2014-04. The chain of command may take additional disciplinary action for person(s) found culpable.

6. This policy supersedes MONG Policy Memo #09-01 dated 27 April 2009 and will remain in effect until superseded.

7. Point of contact is the State Equal Employment Manager at 573-638-9500, ext 39854.

  
STEPHEN L. DANNER  
Major General, MONG  
The Adjutant General