



**JOINT FORCE HEADQUARTERS-COLORADO  
COLORADO NATIONAL GUARD  
6848 SOUTH REVERE PARKWAY,  
CENTENNIAL, COLORADO 801 12-6709**

15 January 2015

**MEMORANDUM FOR All Colorado Army and Air National Guard Personnel**

**SUBJECT: Prevention of Sexual Harassment (POSH) Policy**

1. The goal of the Colorado National Guard is to promote a workplace that is free of sexual harassment. Sexual harassment destroys teamwork, adversely affects morale, and degrades unit readiness; it is unlawful and will not be tolerated or condoned in any form.
2. Sexual harassment is defined as: a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career, or submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.
3. The Colorado National Guard takes allegations of sexual harassment seriously, will respond promptly to complaints, will take appropriate action where it is determined that such inappropriate behavior has occurred, and will act swiftly to eliminate the conduct. Furthermore, any retaliation against the complainant(s) or individual(s) cooperating with an investigation of sexual harassment will not be tolerated. It is important to note, however, that false accusations of harassment will not be tolerated and could result in disciplinary or legal actions against the complainant by the Command and/or the person falsely accused.
4. A complainant should apply one or more of the following techniques when dealing with sexual harassment: The Direct Approach to inform the harasser and tell him/her what behavior is offensive and unwanted and that it must stop; The Indirect Approach by sending a letter stating the facts of the offense; The Third Party Approach by requesting assistance from another person, or lastly, Report the Harassment to the Chain of Command Approach.
5. If you have been subjected to sexual harassment you have the right to file a complaint by contacting any of the following individuals: your immediate Supervisor or Commander, an Equal Employment Opportunity Counselor (EEOC), Equal Opportunity Leaders (EOL), Equal Opportunity Advisors (EOA), or the State Equal Employment Manager (SEEM).

6. The Office of Primary Responsibility for this Policy is the Equal Employment Opportunity (EEO) Office. The SEEM will coordinate through the Sub Major Commands/Wings/Directorates to schedule annual POSH training to be conducted by the EEOCs, for all Federal Technicians (Supervisors & Employees, Permanent & Temporary Technicians, Dual & Non-Dual Status technicians, and AGR personnel who supervise Technicians).

7. This is clearly a leadership issue and a form of misconduct that requires personal awareness and immediate attention of every manager, supervisor, commander, Soldier and Airman. The negative impact on the morale, productivity and readiness of our personnel cannot be overstated; the prevention of sexual harassment is vital.

8. The Joint Forces Headquarters EEO/EO staff stands ready to assist all service members, federal employees and commanders throughout the process. Do not hesitate to contact the EO/EEO Office with your questions, to seek assistance in filing a complaint, or to request assistance in the process. You may contact

- a. State Equal Employment Manager, 720-250-1175
- b. COARNG Traditional Personnel, HR/EO, 720-250-1438
- c. COANG Traditional Personnel, EO Director, 720-847-6765

9. This Memorandum will be posted on all area Bulletin Boards.

10. This letter supersedes any previous letters, same subject. If you have any questions, please contact Maj Tara Mack at (720) 250-1175 or email [taralene.d.mack.mil@mail.mil](mailto:taralene.d.mack.mil@mail.mil).



H. MICHAEL EDWARDS, Maj Gen, COANG  
The Adjutant General