



DEPARTMENT OF THE AIR FORCE
193D SPECIAL OPERATIONS WING (AFSOC)
81 CONSTELLATION COURT
MIDDLETOWN PENNSYLVANIA

26 April 2016

MEMORANDUM FOR 193D SPECIAL OPERATIONS WING PERSONNEL

FROM: 193 SOW/CC

SUBJECT: Sexual Harassment Prevention Program

1. Sexual harassment is degrading and disruptive behavior that compromises unit readiness and impedes upon our ability to accomplish the mission. It is unacceptable conduct and will not be tolerated. It is our responsibility to provide an environment where all employees are treated with dignity and respect. Sexual harassment is illegal and will not be permitted at any level or in any organization within the 193d Special Operations Wing.
2. The Civil Rights Act of 1964, identifies sexual harassment as a form of sex discrimination. As Airman, we must take all steps necessary to prevent sexual harassment from occurring.
3. Sexual harassment in the work place or any place associated with a persons' employment or military assignment is defined as: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - A. Submission to such conduct is explicitly/implicitly a term or condition of a person's job, pay or career.
 - B. Submission to/rejection of such conduct is used as a basis for career or employment decisions affection the individual.
 - C. Such conduct has the purpose/effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
4. An employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature, or creates a sexually harassing environment by displaying pictures, objects, or uses any other media to disperse items of a sexual nature is engaging in sexual harassment. Any employee who sexually harasses another can be held legally responsible for his or her actions.
5. In accordance with ANGI 36-7, Air National Guard Military Equal Opportunity Program, sexual harassment prevention training is required for all personnel and will be incorporated into the overall training plans for every unit in the 193d Special Operations Wing. I expect our personnel to be trained to recognize, prevent, and eliminate sexual harassment. Ignorance of the regulations and law as an excuse for illegal behavior will not be accepted as a defense.

6. We must create and maintain an institutional climate in which all employees are treated fairly. All complaints of sexual harassment will be investigated promptly, treated objectively, and resolved expeditiously. If the allegations of sexual harassment are substantiated, disciplinary action against the responsible individual(s) will be initiated.
7. This memorandum supersedes previous memoranda on this subject.
8. The EO staff may be reached at 717-948-2379/2380 or DSN 423-2379/2380. EO Offices are located in Middletown- Bldg 81, Rm 126 and Fort Indiantown Gap, Bldg 1-23, Rm 1.

A handwritten signature in black ink, appearing to read "B. M. Cason". The signature is fluid and cursive, with a large loop at the end.

BENJAMIN M. CASON, Col, USAF
Commander