



**JOINT FORCE HEADQUARTERS**  
**DISTRICT OF COLUMBIA NATIONAL GUARD**  
**2001 EAST CAPITOL STREET SE**  
**WASHINGTON, DC 20003-1719**

NGDC-CG

12 May 2023

MEMORANDUM FOR ALL District of Columbia National Guard (DCNG) Service members and Civilian Employees

SUBJECT: Sexual Harassment Prevention Policy

1. REFERENCES:

- a. Title VII of the Civil Rights Act of 1964, 42 U.S. Code 2000e
- b. Department of Defense Instruction (DODI) 1020.03, Harassment Prevention and Response in the Armed Forces, December 20, 2022
- c. Army Regulation (AR) 600-20, Army Command Policy, July 24, 2020
- d. Air Force Instruction (AFI) 36-2706, Equal Opportunity Program Military and Civilian, 9 September 2020
- e. Chief National Guard Bureau Instruction (CNGBI) 9601.01, National Guard Discrimination Complaint Program, 27 September 2015

2. **APPLICABILITY:** This Sexual Harassment Prevention Policy applies to all military members and civilian employees of the DCNG (hereafter referred to as "employee") and other individuals visiting, utilizing, or otherwise occupying the DCNG facility.

3. **GENERAL:** Sexual harassment is illegal, unprofessional, and not tolerated at any level or organization within the DCNG. Sexual harassment is prohibited and inconsistent with DCNG policies and directives. Any employee found guilty of sexual harassment will be disciplined as warranted.

4. **POLICY:** This policy prohibits any degrading and disruptive behavior based on sex (including gender identity) that compromises unit readiness and affects the ability of a Soldier, Airman, technician, or unit to accomplish the DCNG's mission. Prohibited conduct includes, but is not limited to, actions that are sufficiently pervasive or severe enough to create or appear to create, a hostile work environment or result in "tangible employment action," such as hiring, firing, promotion, or demotion. Conduct rising to the level of harassment based on sex (including gender identity) may include repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature, or displaying pictures or objects that are sexually suggestive or intends to arouse or appeal to the sexual interest of others.

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SUBJECT: DCNG Sexual Harassment Prevention Policy

a. Any DCNG employee having reason to believe that they have been subject to sexual harassment should promptly initiate the reporting process below.

i. Civilian. If you believe that you have been a victim of sexual harassment, you have forty-five (45) days from the occurrence to contact the State Equal Employment Manager, contact information in paragraph 10 below.

ii. Military. If you believe that you have been the victim of sexual harassment, you have one hundred eighty (180) days from the day you became aware of the discrimination occurrence to contact an EO advisor or a specialist.

b. All DCNG units will conduct training, including initial, annual refresher, and contingency training on the prevention of sexual harassment.

c. Commanders and supervisors will take immediate steps to ensure the victim's physical safety, emotional security, and medical treatments are met upon receiving a report of sexual harassment. In addition, the appropriate civilian and/or military authority will be notified.

d. If both sexual assault and sexual harassment occurred at the same time, the respective process will be conducted concurrently, unless the person elects in writing to suspend the sexual harassment investigation until the completion of the sexual assault investigation.

e. This supersedes all previous memorandums regarding sexual harassment. This memorandum will be posted on all unit/organizational bulletin boards.

10. Point of contact for this policy is 1LT Sherika A. Jenkins, State Equal Employment Manager at (202) 685-9768/(202) 631-6105 (cell) or Sherika.a.jenkins.mil@army.mil.



SHERRIE L. MCCANDLESS, Major General, USAF  
Commanding General