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28 Aug 04

**COMMANDING OFFICER'S MEMORANDUM 5-04**

From: Commanding Officer, NROTC Unit, Virginia Polytechnic Institute and State University

Subj: COMMANDING OFFICER'S POLICY ON SEXUAL HARRASSMENT

1. I am firmly committed to providing a work environment free of sexual harassment. Sexual harassment is illegal as it is a form of prohibited discrimination that undermines, morale, discipline, and mission effectiveness. As stated by the Department of Defense:

a. "Sexual harassment is sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career, or (2) submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that presenter or (3) SUCH CONDUCT INTERFERES WITH AN INDIVIDUAL'S PERFORMANCE OR CREATES AN INTIMIDATING, HOSTILE, OR OFFENSIVE ENVIRONMENT."

b. "Any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a military member or civilian employee is engaging in sexual harassment. Similarly, any military member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is also engaging in sexual harassment."

2. Individuals who experience sexual harassment should make it clear that behavior is offensive and expeditiously report sexual harassment to me via the chain of command. I will deal with every reported instance of sexual harassment swiftly, fairly, and effectively, ensuring that violators receive timely, appropriate disciplinary action.

3. Complaints of sexual harassment may be filed through Equal Employment Opportunity, Equal Opportunity, or Request Mast procedures. They may also be reported to the Inspector General. The Navy hotline number is 1-800-522-3451. The NSTC hotline number is DSN 922-4838.

4. Officers and other leaders are to communicate this policy and your support of it to all personnel. **We will not tolerate sexual harassment.** I am counting on your support and the cooperation of your personnel to ensure this policy.

T. RUBENSTEIN

Copy to:  
NROTC Unit Staff  
VTCC