



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS OGDEN AIR LOGISTICS CENTER (AFMC)
HILL AIR FORCE BASE, UTAH

21 July 2003

MEMORANDUM FOR OO-ALC MAJOR STAFF OFFICES, 75 ABW STAFF OFFICES,
UNIT COMMANDERS, AND TENANT ORGANIZATIONS

FROM: OO-ALC/CC

SUBJECT: Sexual Harassment Policy

1. My policy on sexual harassment is zero tolerance. It is a violation of federal laws and Air Force instructions, and any substantiated act of sexual harassment committed on Hill Air Force Base will be regarded as a serious offense. Sexual harassment destroys the teamwork and morale we try so hard to foster. Furthermore, it hurts the people we rely on to carry out our important mission. Under no circumstances should any employee of Team Hill encourage, accept, or condone this form of misconduct from any coworker. Additionally, I expect all directors, commanders, or supervisors to take swift action should sexual harassment occur within their organizations.
2. Any unwelcome behavior of a sexual nature may constitute sexual harassment. Such behavior includes, but is not limited to, sexual advances, requests for sexual favors, verbal and/or written jokes, innuendoes and comments, physical gestures, inappropriate touching, cartoons, graphic materials, written or printed notes, magazines, posters, stickers, etc. Behaviors such as these commonly offend our people and degrade mission effectiveness.
3. I will not tolerate sexual harassment in any form at Hill Air Force Base. Every employee, military and civilian, is empowered and expected to end it. If you have concerns or questions regarding sexual harassment, I strongly encourage you to notify your chain of command and seek assistance from the Military Equal Opportunity staff (for military members): Bldg. 546, ext. 7-3663; or from the Equal Employment Opportunity staff (for civilian members): Bldg. 1245, ext. 7-4856. Additionally, you may call the Air Force Sexual Harassment hotline at 1-800-558-1404.

A handwritten signature in black ink, appearing to read "K. Sullivan", is positioned above the typed name.

KEVIN J. SULLIVAN, Major General, USAF
Commander