



COMMONWEALTH OF PUERTO RICO  
PUERTO RICO NATIONAL GUARD  
JOINT FORCES HEADQUARTERS  
THE ADJUTANT GENERAL'S OFFICE  
P.O. BOX 9023786, SAN JUAN, PUERTO RICO 00902-3786



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GOVERNOR

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PR-TAG

21 May 2009

POLICY MEMORANDUM NUMBER: 07-09

FOR SEE DISTRIBUTION

SUBJECT: Prevention of Sexual Harassment (POSH) Policy

1. Sexual harassment is wrong, is inappropriate and unacceptable behavior, is illegal and will not be tolerated in the Puerto Rico National Guard. Sexual harassment is not compatible with the Army values or the Air Force core values. Every soldier, airmen, technician, beneficiary of services and civilian employee must be able to enjoy a work atmosphere free from all forms of discrimination including sexual harassment. Any person, who believes is a victim of sexual harassment, or who has knowledge of that kind of behavior, is urged to report such conduct immediately.

2. NGR 600-21, Equal Opportunity Program in the Army National Guard defines sexual harassment as a form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

a. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay or career, or

b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or

c. Such conduct has the purpose or effect of unreasonable interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

3. Sexual harassment refers to conduct which is offensive to the individual, which harms morale and interferes with the individual's work performance. It created an intimidating and hostile work environment, which directly affects the effectiveness of our mission. Sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature are undesirable, illegal and prohibited.

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4. Commanders and supervisors are responsible to take immediate disciplinary action against any member engaging in sexual harassment. Allegations of sexual harassment will be processed according with NGR 600/22/ANGI 36-3 (National Guard Military Discrimination Complaint System) or NGR (AR) 690-600/NGR (AF) 40-1614 (National Guard Civilian Discrimination Complaint System), as applicable. These regulations prescribe procedures for processing discrimination complaints, to include sexual harassment.

5. If a technician employee or applicant for employment believes that he or she is subjected to sexual harassment, he or she has 45 calendar days to file a discrimination complaint in accordance with NGR (AR) 690-600/NGR (AF) 40-1614. This person should seek help from his/her supervisor, an EEO Counselor, or the State Equal Employment Manager.

6. A person experiencing sexual harassment while on military status should contact he or her Commander, the Equal Opportunity Officer (EO) (Army), the Equal Opportunity Officer (EO) (Air) or the Inspector General. This includes a Traditional Guardsmen soldier/airmen and AGR as well. He or she has 180 calendar days to file a discrimination complaint in accordance with NGR (AR) 600-22/ANGI-36-3.

7. Commanders and supervisors will ensure to schedule POSH training once annually and that all personnel are fully aware of the procedures for redress regarding discrimination complaints based on sexual harassment, including those filed against members of this chain of command. Moreover, commanders and supervisors are also expected to support this policy leading by example.

8. If you have any question, please contact LTC Ivette Galarza, State Equal Employment Manager at 289-1403 (Office), (787) 948-7860 (Blackberry) or by mail at Human Resources, EEO office, Puerto Rico National Guard, San Juan, P.R. 00902-3786. You may also request an appointment by e-mail at [ivette.galarza@ng.army.mil](mailto:ivette.galarza@ng.army.mil). **(Allegations will not be discussed through e-mail messages).**

9. Policy letter No.02-07, 12 January 2007, is rescinded. **A copy of this policy statement will be permanently posted on all bulletin boards.**



ANTONIO J. VICENS  
Brigadier General, PRNG  
The Adjutant General

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