



DEPARTMENT OF THE ARMY
HEADQUARTERS, 26TH AREA SUPPORT GROUP
UNIT 29237
APO AE 09102-9237

AEUSG-E

1 July 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 26th ASG Command Policy Memorandum 46, Training in the Prevention of Sexual Harassment (TIPOSH)

1. Training in the Prevention of Sexual Harassment (TIPOSH) is conducted with a focus on identification and prevention of inappropriate behavior. This mandatory training requires Soldiers, civilians and leaders at all levels to receive initial and continuous refresher training.

a. Soldiers will receive periodic unit level training reinforcing POSH requirements. Two of the four quarters of unit EO/sexual harassment training will consist of POSH.

b. New employees and newly appointed supervisors (including military and local national) of US civilian employees will receive hands-on and refresher training.

2. Refresher training for civilians will be conducted annually, using a web-based, contractor prepared system.

a. Access the training program at <http://www.newmedialearning.com>.

b. Use the sample screens at TABS A – G to navigate to the training site, and modules.

c. Complete the training review, and take the test. The Contractor will monitor the test, provide a completion certificate, and notify the 26th ASG EEO. The EEO will notify CPAC of individual attendance and recording in official personnel files (OPF).

3. The point of contact for this policy is the 26th ASG Equal Employment Opportunity Officer (EEO).

Encl
as

/s/
ROBERT C. RUSH, JR.
Colonel, IN
Commanding

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A

<http://www.newmedialearning.com>

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Preventing Sexual Harassment

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To access any program click on the licensee name. Click on the link below to find the appropriate section.

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Preventing Sexual Harassment

By special arrangement with New Media Learning, U.S. Army 26th Area Support Group has obtained authorization for small employers, with not more than fifty (50) employees in total, to use this program free for employee training. Larger employers may use it for demonstration and evaluation, but must obtain a license from New Media Learning for instructional use.

Please click your choice of edition below. Visitors to our web site not employed by 26th ASG should select "Guest".

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Message from the 26th ASG Commander

To all 26th ASG, 233d, 293d, 411th and 415th BSB employees:

I am committed to providing a positive and supportive working environment that is free of harassment and discrimination. I expect each member of this command to create and maintain an environment free of sexual harassment for our soldiers and civilian employees.

Prevention of Sexual Harassment (POSH) training is required for all Department of Army U.S. civilian employees and military and Local National supervisors of those employees. Newly appointed supervisors are required to receive initial classroom POSH training within 90 days of their appointment, new employees are required to receive initial classroom POSH training within 120 days of their entry on duty date, and all employees are required to receive POSH refresher training annually.

This On-line training does not eliminate the classroom instruction required for initial training that is conducted by the BSB EEO offices on a quarterly basis.

POSH refresher training through this delivery method will provide effortless accessibility and will ensure the 26th ASG maintains a professional, courteous work environment that we can all be proud of where all employees deal effectively with the issues of sexual harassment and sex discrimination.

Your participation in the program is vital and mandatory. If you have concerns or need additional information, please contact your EEO Manager.

Please remember that if at any time you feel discriminated against for any reason it is very important that you make contact with the ASG or BSB EEO Office within 45 days of the incident.

Thank you for taking time to participate in this training program, and for continuing to improve the constructive work environment that we enjoy throughout the 26th Area Support Group.

/s/
ROBERT C. RUSH, JR.
Colonel, IN
Commanding [CONTINUE](#)



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EXIT % complete Drop Down Menu - Click here

Getting Started

Before starting the Preventing Sexual Harassment training program here are a few items of information:

Time to Complete

Most people complete the training in about 60-90 minutes.

Your Settings

Before beginning the training program, you should close all other open windows. It is also important that you disable any pop-up blockers you have activated. The Completion Certificate for this program appears in a pop-up window and if you are required to submit a copy of the certificate or you want a copy for your personal files, you must enable the pop-up window.

NOTE to AOL users: Frequently AOL users are unable to view and print the Completion Certificate. Therefore, if your employer requires that you submit a physical copy of the certificate to verify completion of the program, it is recommended that you do not use the AOL browser for viewing the program. You may want to try an alternative browser such as Internet Explorer or Netscape.

Exit Options

If you need to leave the program before you finish, you can either bookmark your location or return to where you were through the Drop-Down Menu at the top of your screen. If you're unfamiliar with bookmarking, look under "Help" in your browser.

Following Links

Throughout the program you will notice opportunities to follow optional links to additional information or to word definitions. Do not be concerned about following these links and "getting lost." Each link will lead you right back to where you left the program.

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