



DEPARTMENT OF THE ARMY
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OTSG/MEDCOM Policy Memo 12-046

MCEE

17 MAY 2012

Expires 17 May 2014

MEMORANDUM FOR

Commanders, MEDCOM Major Subordinate Command
Directors, OTSG/MEDCOM OneStaff

SUBJECT: Commanding General's Policy on the Civilian Equal Employment
Opportunity Program

1. References:

a. Equal Employment Opportunity Commission Management Directive 715, subject: Equal Employment Opportunity, 1 October 2003.

b. Army Regulation (AR) 690-12, Equal Employment Opportunity and Affirmative Action, 4 March 1988.

2. Purpose: To describe the Commanding General's policy on the Civilian Equal Employment Opportunity Program.

3. Proponent: The proponent for this policy is the Office of Equal Employment Opportunity (EEO) Programs.

4. Policy:

a. Our Army Medicine vision statement reads, "America's premier healthcare team... Serving our Nation, trusted by all." To succeed in reaching our desired outcome of maintaining Soldier health and readiness, we must all be committed to protecting our resources – the most important one being our people.

b. Our civilian employees are a valued part of our workforce. One of our overriding objectives, therefore, must be to ensure a workplace environment that is free from unlawful discrimination and harassment. Our deeds, not just our words, must serve as proof of our unwavering commitment to equality of opportunity for all employees and applicants for employment. Anything less is unacceptable.

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5. Responsibilities:

a. Building a model EEO Program means integrating EEO into our strategic objectives and our daily personnel management practices. I expect every MEDCOM leader to review their individual strategic plans to ensure support for EEO.

b. Our affirmative employment approach must be designed to assure a level playing field for all. We must continue our efforts to reflect our nation's diversity that includes women, minorities, individuals with disabilities and targeted disabilities, and disabled veterans. We must position ourselves to attract, develop, and retain the very best.

c. Beyond the basic element of sound and effective recruiting, we must also concern ourselves with ensuring that opportunities for advancement, training, career development, and recognitions are afforded to our current employees.


6. Procedures:

a. The EEO complaints process, established in law, provides a medium for individuals to exercise their right to address perceived incidents of discrimination on the basis of race, religion, color, sex, national origin, age, disability, and genetic information.

b. I encourage use of Alternative Dispute Resolution (mediation) to resolve complaints early in the complaints process.

c. We must protect employees from any form of reprisal. The Notification and Federal Employee Antidiscrimination and Retaliation (No FEAR) Act provides us with the guiding principles upon which to carry out the responsibilities that fall on each of us.

d. Our obligation to EEO must not waiver. Management officials at all levels must remain focused on what is right and set the example through strong leadership. Simply stated – discrimination will not be tolerated. Anyone found guilty of discrimination will be dealt with in an appropriate manner. Equal employment opportunity is serious business and fundamental to the success of our mission.


PATRICIA D. HOROHO
Lieutenant General
The Surgeon General and
Commanding General, USAMEDCOM