



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND, PACIFIC REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
851 WRIGHT AVENUE, WHEELER ARMY AIRFIELD
SCHOFIELD BARRACKS, HAWAII 96857-5000

IMPC-HI-ZA

13 SEP 2010

MEMORANDUM FOR All Military Personnel, Department of the Army (DA) Civilian Employees, Family Members, Contractors and Other Personnel Within US Army Garrison, Hawaii (USAG-HI) Installations

SUBJECT: Policy Memorandum USAG-HI-20, Equal Opportunity (EO)

1. References.

- a. AR 600-20, Army Command Policy, 18 Mar 08. RAR, 11 Feb 09.
- b. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 Feb 04.
- c. AR 690-12, Equal Employment Opportunity and Affirmative Action, 4 Apr 88.
- d. USARPAC Supplement 1 to AR 600-20, 23 Apr 07.

2. Applicability. This policy applies to all Soldiers, Civilians, Family members, contractors, and other personnel who work on, reside on, or visit any US Army installations, facilities, or work sites in Hawaii.

3. Policy. I am personally committed to the Army's EO Program, a program that ensures equal opportunity and fair treatment free from discrimination for all personnel without regard to race, color, gender, religion, or national origin. I expect your commitment to the same. I am a firm believer that a strong, proactive EO Program enhances combat readiness. All Soldiers, DA Civilians, and Family Members deserve to live and work in an environment free of discrimination and sexual harassment, and in one that fosters treating each other with dignity and respect.

- a. EO is a readiness issue and is included in the Garrison's training guidance. Specific training requirements include, but are not limited to, the following: objectives of the Army EO Program and identifying, addressing, preventing, and eliminating racial and ethnic discrimination and sexual harassment. The following references may assist commanders in developing required training: DA Pam 350-20, Unit Equal Opportunity Training Guide; AR 600-20, Chap 6, para 14; and TC 26-6, Commanders Equal Opportunity Handbook. All Soldiers will attend quarterly EO training, of which two quarters will address Prevention of Sexual Harassment (POSH).

- b. Within 90 days of assuming Command, and annually thereafter, Commanders will administer a Commander Climate Assessment Survey to all Soldiers within their

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command, identify issues and create an action plan. Commanders will provide feedback to their unit on the survey within 30 days. The EO Advisor is available to assist with the conduct and analysis of the survey.

c. Commanders at battalion level and below will appoint, on orders, EO Leaders to assist them with their EO programs. Commanders will ensure they attend the two week EO Leaders Course conducted quarterly by the USAG-HI EO Office.

d. The chain of command remains the primary channel for the resolution of issues. In some instances, use of an alternate agency may be more practical. In addition to the USAG-HI EO Office, other agencies that can provide assistance on EO concerns include the Inspector General, Staff Judge Advocate, Chaplain, and others as outlined in AR 600-20.

e. For our DA Civilians, the process for reporting employment discrimination and sexual harassment is established by law and administered by the Equal Employment Opportunity (EEO) Office. All supervisors of Civilian employees must attend a special four-hour POSH training for supervisors. All Civilian employees must receive the initial two-hour POSH training and attend refresher POSH training annually thereafter.

f. This policy applies both on and off post, during duty and non-duty hours, and to all working, living, and recreational environments.

g. I challenge everyone to make Dignity and Respect the cornerstone of our day-to-day operations. Leaders must take a proactive approach towards this program. I encourage all who are subjected to discrimination or sexual harassment to address or report it immediately; do not let a bad situation become unbearable. Should you feel your concern is not receiving command attention, my door is always open.

4. This policy supersedes Policy Memorandum USAG-HI-20, SAB, dated 26 May 09 and remains in effect until canceled or superseded in writing.

5. Proponent. The USAG-HI EO and EEO Offices are the proponents for this policy memorandum. For additional information on this policy or assistance with any equal

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opportunity related matter contact the EO Advisor, 655-4797 or the EEO Office, 655-9380.



DOUGLAS S. MULBURY
COL, IN
Commanding

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