DEPARTMENT OF THE ARMY
HEADQUARTERS, TRAINING SUPPORT BATTALION
3360 EARLY STREET
FORT JACKSON, SOUTH CAROLINA 29207-7025

REPLY TO ATTENTION OF

ATSG-SB

12 July 2010

MEMORANDUM FOR All Training Support Battalion (TSB) Personnel

SUBJECT: Policy Memorandum #4 – Equal Opportunity (EO)

1. It is my policy to provide equal opportunity and fair treatment for military personnel, family members and DA civilians without regard to race, color, religion, gender, or national origin, and provide an environment free of sexual harassment and discrimination.

2. The EO program objectives for the TSB will focus on the following:

   a. Eliminating discrimination, sexual harassment, prejudice, insensitive behavior and verbal abuse.

   b. Strengthening the command climate by reinforcing the importance of dignity and respect.

   c. Maximizing readiness by proactively preventing incidents from occurring in the first place.

3. Discrimination based on race, color, gender, religion, or national origin cannot and will not be tolerated within this command. Accordingly, each commander will serve as the EO Officer for his or her respective organization. This responsibility will not be delegated. Furthermore, commanders are charged with setting the example and ensuring personnel under their direction are given equal opportunity and are not subject to discriminatory practices. Commanders and supervisors are prohibited from initiating disciplinary or adverse action against a Soldier or civilian employee because the individual registered a complaint. Additionally, commanders will establish robust EO training programs based on the Consideration of Others philosophy. This, and all other EO Program components will be monitored through established Affirmative Action Plans, unit Quarterly EO training, Quarterly Narrative and Statistical Reviews (QNSRs), and Quarterly Training Briefs (QTBs).

4. I charge all personnel of this command to report and eradicate biases and prejudices. I expect leaders at all levels to use administrative and disciplinary tools available to take swift and positive action to assure a healthy EO environment. Any Soldier, family member or civilian employee who believes that they are a victim of discrimination or sexual harassment, should immediately present their concerns to their chain of command for resolution. Detailed complaint procedures are outlined in a separate policy (Equal Opportunity Complaint Process Policy Memorandum # 7). They may also contact their unit/organization Equal Opportunity Representative, TSB EO Advisor, or other alternate agencies such as the Chaplain, Inspector General, Provost Marshall, Medical Agency Personnel, Staff Judge Advocate, and/or Housing

Referral Office.

5. Commanders and directors will prominently display this memorandum throughout their activities. Additionally, all commanders must publish and post the following separate written EO policy letters:

a. Equal Opportunity Policy

b. Prevention of Sexual Harassment

c. Equal Opportunity Complaint Procedures

6. ***One Team, One Mission!***

SULA L. IRISH
LTC, AG
Commanding