



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 428th FIELD ARTILLERY BRIGADE
HEADQUARTERS, UNITED STATES ARMY FIELD ARTILLERY SCHOOL
FORT SILL, OKLAHOMA 73503-5000



ATSF-B

12 September 2008

MEMORANDUM FOR All 428th Field Artillery Brigade Personnel

SUBJECT: 428th Field Artillery Brigade Policy Memorandum # 004, Equal Employment Opportunity (EEO)

1. References.
 - a. AR 690-12, Equal Employment Opportunity and Affirmative Action, 4 March 1988.
 - b. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004.
 - c. USAFCOEFS CG Policy Memo 07-03, Equal Employment Opportunity (EO) Policy
2. I am fully committed to the principles of Equal Employment Opportunity (EEO) for civilian employees and applicants for employment. The Army is strengthened by the full range of talents that each civilian employee brings to the work place in accomplishing our national defense mission. A diverse civilian work force that reflects our American society strengthens the Army by providing different perspectives and solutions to work-related challenges.
3. I encourage all members of the 428th Field Artillery Brigade to strive for, achieve, and maintain a positive workplace environment. Each military and civilian supervisor or manager will respect the value and dignity of each employee for whom he or she is responsible. Every civilian employee should have the opportunity to achieve the highest grade or level of responsibility according to his or her potential, and should be encouraged to contribute fully to the Army's mission. This is vital to the Army mission of keeping the peace and providing the necessary support to win any war.
4. Managers must make selections for training and career development programs, merit promotions, awards, and other types of personnel actions in accordance with sound personnel management practices and without regard to race, color, national origin, sex, age (over 40), mental, or physical disability.
5. Individuals who believe they have been discriminated against should report this matter to a supervisor, a member of the chain of command, or the Installation EEO Office at 442-4024. Complainants or individuals who file complaints will be protected from acts or threats of retaliation or reprisal. The following table designates actions and time limits for complaints:

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TIME FRAME	ACTION BY	ACTION TO BE TAKEN
Within 45 days of alleged incident	Complainant	Contact Installation EEO Office at 442-4024
Within 30 days after counselor contact	Counselor	Conduct informal inquiry. Attempt informal resolution. Final interview with EEO counselor.
Within 15 days of final interview	Complainant	File formal written complaint, if desired. Formal complaint may be filed with EEO Officer, Fort Sill, or Director of EEO, Department of the Army, ATTN: SAMR-EOCCA, 1941 Jefferson Davis Highway, Suite 109B Arlington, VA 22202-4508, or Commanding General, Fort Sill, OK 73503-5001, or the Secretary of the Army, Washington, DC 22202-4508.

6. The point of contact for this memorandum is the Brigade EOA at 442-2116.


JOHN S. FANT
COL, FA
Commanding