



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX**  
**111 E CHAFFEE AVENUE**  
**FORT KNOX, KENTUCKY 40121-5256**

OCT 23 2015

IMKN-EE

**MEMORANDUM FOR**

**Commanders, All Units Reporting Directly to This Headquarters**  
**Directors and Chiefs, Fort Knox Partners in Excellence Staff Offices/Departments, This**  
**Headquarters**

**SUBJECT: Fort Knox Policy Memo No. 03 - Equal Employment Opportunity**

**1. References.**

- a. AR 690-12, Equal Employment Opportunity and Affirmative Action, 4 March 1988.
- b. Equal Employment Opportunity Commission (EEOC) Management Directive 715, 1 October 2003.

**2. Purpose.** To provide guidance for the implementation of reference 1, as identified above.

**3. Applicability.** All activities serviced by the USAG Fort Knox Equal Employment Opportunity (EEO) Office.


**4. Employment practices at this installation will demonstrate full adherence to Federal policy guaranteeing Equal Employment Opportunity (EEO) to all persons without regard to race, color, religion, sex, national origin, age, physical or mental disability, or participation in sanctioned EEO activities. Ensuring a climate where dignity and respect for the individual is paramount requires our full commitment, both personally and professionally.**

**5. As evidence of my commitment to EEO, all supervisors, military and civilian, will dedicate themselves to meeting their EEO responsibilities in a manner that yields results. I expect that how well these responsibilities are met will be considered when performance ratings are assigned. The EEO responsibilities include: efforts to address, settle, and eliminate tensions among employees; efforts to ensure the work group reflects the local or national labor force; resolution of allegations of discrimination through the use of Alternative Dispute Resolutions (ADR) methods; ensuring requested religious or disability accommodations are provided when necessary; and ensuring the civilian workforce is trained and aware of their rights and responsibilities to this program.**

IMKN-EE

SUBJECT: Fort Knox Policy Memo No. 03 - Equal Employment Opportunity

6. Our soldiers and civilian employees are professionals. With all they contribute to the Fort Knox team, each member deserves nothing less the equal opportunity and fair treatment.
7. A copy of this correspondence will be posted on bulletin boards until superseded.
8. POC for this policy is the Equal Employment Opportunity Officer, phone number: 624-1325.

  
STEPHEN K. AITON  
COL, AG  
Commanding

DISTIBUTION: A