



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY SUPPORT ACTIVITY, FORT DIX
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JOINT BASE MCGUIRE-DIX-LAKEHURST, NEW JERSEY 08640-5000

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02 Sep 2016

MEMORANDUM FOR DISTRIBUTION

SUBJECT: US Army Support Activity, Fort Dix Command Policy Memorandum #4 - Equal Employment Opportunity Policy Statement

1. This policy memorandum supersedes US Army Support Activity (USASA), Fort Dix Command Policy Memorandum #4 – Equal Employment Opportunity (EEO) Policy Statement, dated 14 August 2015.
2. APPLICABILITY: This policy applies to all Department of the Army personnel, applicants for employment, and specified contractor personnel assigned, attached, or otherwise physically present at USASA, Fort Dix, New Jersey and the Devens Reserve Forces Training Area.
3. POLICY:
 - a. This Command fully supports EEO principles and the Army's goal of providing equal employment opportunity to all employees and applicants for employment and specified contractor personnel. I am committed to maintaining a work environment free of unlawful harassment or discrimination. Both of these actions violate federal law and will not be tolerated, whether the discriminatory action is based on race, color, sex, national origin, age (40 or older), disability (mental or physical), genetic information, sexual orientation, gender identification or reprisal for engaging in previous EEO activity.
 - b. Offensive conduct constitutes unlawful harassment when it alters the conditions of an individual's employment either by culminating in a tangible employment action or by being sufficiently severe or pervasive as to create a hostile environment.
 - c. Discrimination of any kind is detrimental to accomplishing the mission and negatively affects the morale of the workforce. Managers and supervisors at all levels within this Command will promote EEO by complying with EEO principles and ensuring that all EEO policies are posted on official bulletin boards. Any employee, applicant for employment or specified contractor personnel who feels that he or she is being discriminated against or unlawfully harassed in an employment matter has the right to contact the US Army Reserve EEO Office at Fort McCoy, Wisconsin at 608-388-3106. Employees who witness inappropriate behavior in the workplace should immediately report it through their chain-of-command. I expect every supervisor to address any

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allegation of discrimination and/or harassment promptly, effectively, and fairly and ensure employees, applicants for employment, and specified contractor personnel are not subjected to retaliation for participating in the EEO process.

d. EEO is a critical readiness issue, and I will enforce AR 690-12 to maintain and enhance a diverse workforce within this Command. All personnel should give their chain-of-command and EEO officials the opportunity to resolve discrimination allegations informally at the lowest level possible. I will strive to ensure Civilian discrimination complaints receive fair and impartial processing IAW AR 690-600.



MARTIN F. KLEIN
COL, LG
Commanding

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