



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON WEST POINT
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WEST POINT, NY 10996-1514

IMML-ZA

11 July 2016

U.S. ARMY GARRISON WEST POINT POLICY # 7

SUBJECT: Garrison Commander's Equal Employment Opportunity Policy

1. REFERENCES:

a. AR 690-12, Equal Employment Opportunity and Affirmative Action, dated 4 March 1988.

a. AR 690-600, Equal Employment Opportunity (EEO) Discrimination Complaints, dated 9 February 2004.

2. PURPOSE: To provide guidance to all United States Army Garrison West Point (USAG WP) personnel on the Commander's EEO Policy.

3. APPLICABILITY: This policy applies to all civilian and military personnel in USAG WP.

4. POLICY:

a. As the Commander of the USAG WP, I am firmly committed to the principles of Equal Employment Opportunity as required by Title VII of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Notification and Federal Employee Anti-Discrimination and Retaliation Act of 2002 (NO FEAR Act) and the Genetic Information Nondiscrimination Act of 2008. These laws prohibit discrimination or harassment against employees, former employees, applicants for employment and some contractors based on race, color, religion, national origin, sex (to include sexual orientation or gender identity), disability (physical or mental), age, genetic predisposition or reprisal for prior EEO-protected activity. Adherence to EEO principles will ensure equal employment opportunity for all employees, and will ensure the existence of a work environment free from discrimination. The absence of unlawful discrimination in the workplace will set the stage for the achievement of mission accomplishment and maximum employee cooperation within the workforce.

b. It is my expectation that directors, managers, supervisors and employees will adhere to the principles embodied by all Equal Employment Opportunity laws, directives and regulations. Directors will foster a work environment that is all inclusive, free of discrimination and provide their subordinate leaders and employees with the tools they need to succeed and advance in their employment endeavors.

c. It is the responsibility of the aggrieved party to contact the EEO Office within **45 calendar days** of: a) the incident they believe to be discriminatory; b) the effective date of the personnel action they believe to be discriminatory; or c) the date they become aware that discrimination may have occurred. The aggrieved party will be informed of their rights and responsibilities for every step of the process. The Alternative Dispute Resolution program will be explained to the aggrieved and may be offered as a way to resolve the complaint at the lowest level.

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d. It is every individual's right to initiate the EEO process without fear of retribution. It is the responsibility of supervisors and managers to ensure that employees' rights are protected when they engage in the EEO process.

e. It is an Army requirement that all employees (and military members that supervise civilian employees) receive EEO training annually. The primary source of EEO training is located in Army AKO/ATRRS listed under EEO/NO FEAR/Anti-Harassment. If an organization cannot access this site due to the inability of its employees to have computer access, the supervisor should contact the EEO Office to coordinate for an alternate form of training.

f. Directors, managers and supervisors will be held accountable through their performance objectives in their efforts to ensure equal employment opportunity for all their employees.

g. A copy of this policy will be prominently displayed on official bulletin boards and other appropriate media, and will be distributed to all USAG WP employees during in-processing at the Civilian Personnel Advisory Center.

5. PROPONENT: The Equal Employment Opportunity Office is the proponent for this Policy.



ANDREW S. HANSON
COL, SF
Commanding