



**DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON ANSBACH  
UNIT 28614  
APO AE 09177**

**AMIM-ANG-ZA**

**30 August 2022**

**MEMORANDUM FOR United States Army Garrison (USAG) Ansbach Community**

**SUBJECT: USAG Ansbach Policy Letter #3 - Equal Employment Opportunity (EEO) Policy**

**1. References:**

a. Army Regulation (AR) 690-12 (Equal Employment Opportunity and Diversity), 12 December 2019.

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

**2. Purpose.** To define and establish the USAG Ansbach Commander's EEO policy.

**3. Applicability.** This policy applies to all personnel assigned or attached to USAG Ansbach.

**4. Policy.** EEO means the right of all persons to work and advance on the basis of merit, ability and potential, free from social, personal or institutional barriers of prejudice and discrimination. I affirm the principals of EEO and commit to implementing a model EEO program by creating an environment free of unlawful discrimination and harassment. EEO is a right mandated by law and an essential element of good leadership.

a. I am fully committed to preventing and eliminating discrimination in the workplace based on race, color, religion, sex, national origin, reprisal, disability, age, sexual orientation, gender identity, status as a parent, or other impermissible basis, and to promote the full realization of EEO through a continuing diversity and inclusion program.

b. Unlawful harassment includes, but is not limited to, unwelcome conduct, intimidation, ridicule, insult, offensive comments or jokes, or physical conduct based on race, color, religion, sex (whether or not of a sexual nature), national origin, age (over 40), disability, genetic information, or reprisal when an employee's acceptance or rejection of such conduct explicitly or implicitly forms the basis for a tangible employment action affecting the employee, or the conduct is sufficiently severe or pervasive as to alter the terms, conditions, or privileges of the employee's employment.

5. Responsibilities of Supervisors and Management Officials. Supervisors and managers, both civilian and military supervisors of Army employees, have a responsibility to maintain a workplace free of unlawful discrimination and harassment. Supervisors will make reasonable efforts to prevent and promptly correct harassing behavior in the workplace. I direct managers, supervisors, and employees to participate in annual EEO training and encourage their participation in EEO activities (serving as an EEO Counselor, Mediator or Special Emphasis Program committee member). All supervisors must lead by example, show respect to others, create a positive work environment, assure EEO principles are discussed during counseling and included in supervisor evaluations.

a. When an employee makes a complaint to a management official about alleged harassment, the Army will investigate the allegation. Complaints of harassment do not need to conform to any particular format or be in writing. A supervisor or management official who receives notice of an allegation or witnesses harassing conduct will contact their servicing staff judge advocate within 1 business day for guidance on the appropriate type of inquiry and response necessary to promptly address and resolve the matters at issue.

b. Supervisors and managers of Army civilian employees will promptly address allegations of harassment with the employees directly involved in the incident, along with any witnesses who might have firsthand information. Managers must take prompt preventive and corrective action, including discipline, as appropriate, in consultation with the servicing attorney and the Labor Management Employee Relations (LMER) staff.

c. Supervisors and managers will ensure non-supervisory employees complete the Army's "EEO, Anti-Harassment and No FEAR Act Training" course for nonsupervisory personnel annually and that they are aware of the anti-harassment policy and procedures and their role in the Complaint Process.

d. Supervisors will complete the Army's "EEO, Anti-Harassment and No FEAR Act Training" course for supervisors annually.

6. Responsibilities of Employees. Conduct that is discriminatory or harassing is contrary to the Army's core values and may be unlawful. An employee engaging in such conduct is subject to appropriate corrective action, including discipline.

a. An employee who believes another person has subjected them to unwelcome harassing conduct should inform the person(s) responsible for the conduct that it is unwelcome and offensive and request that it cease.

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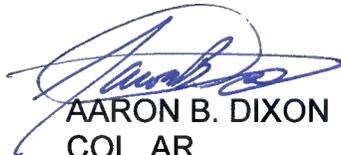
b. If the conduct continues, or if the employee is uncomfortable confronting the responsible person(s) about the conduct, he or she should immediately report the matter to his or her immediate supervisor, the supervisor of the harasser or any other management official in the chain of command. The employee may also report the matter to other officials, including The Inspector General, EEO or Civilian Personnel Advisory Center (CPAC) Labor/Management Employee Relations (LMER) personnel, or chaplains. If using these alternative options to report harassing conduct, the employee should give the official permission to notify the employee's supervisory or management chain.

c. Employees who witness or become aware of harassing conduct directed at another employee(s) should report the matter to the supervisor of the offending employee(s) or other management officials in their chain of command.

7. Alternative Dispute Resolution. When complaints arise, supervisors, leaders, and employees should work to resolve them fairly and promptly, starting at the lowest possible level. Employees are encouraged to participate in mediation, the Army's preferred method of Alternate Dispute Resolution (ADR). A mediator is an objective and impartial person who facilitates communication between the aggrieved person and responsible management official, thereby avoiding excessive costs, delays, and uncertain outcomes. Commanders are strongly encouraged to use ADR as an option in all complaints of discrimination in both the pre-complaint and formal complaint stages to the maximum extent practicable. Garrison management officials will participate in ADR when requested by an aggrieved person in the EEO complaint process. Only the Commander can waive ADR when requested by the aggrieved.

8. Civilian employees, former employees, and applicants for employment desiring to file an EEO complaint must do so within 45 calendar days of the matter alleged to be discriminatory, the personnel action alleged to be a discriminatory action, or when the aggrieved became aware of the alleged discriminatory action or practice. Untimely filing may result in the complaint being dismissed.

9. This policy will be posted on all official bulletin boards to allow for maximum viewing. The POC for this policy is the USAG Ansbach EEO Office, Ms. Rose Perez, at DSN 314-587-1593 or email [rose.b.perez.civ@army.mil](mailto:rose.b.perez.civ@army.mil).

  
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Commanding