



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON BAVARIA
UNIT 28130
APO AE 09114

AMIM-BAG- EE (100)

MEMORANDUM FOR All USAG Bavaria Civilian Personnel

SUBJECT: USAG Bavaria Policy Memorandum #3, Equal Employment Opportunity (EEO) and Complaint Procedures

1. Reference: AR 690-600 (Equal Employment Opportunity Discrimination Complaints)
2. Army readiness begins with people, and how we treat our employees directly affects their performance. Successful mission accomplishment can only be achieved in an environment of mutual respect. Federal laws and regulations prohibit discrimination based on race, color, religion, sex/gender, national origin, age (40 and over), disability (mental or physical), genetic information, and reprisal for protected EEO activity. Findings of illegal discrimination will not be tolerated.
3. I expect commanders, managers, and supervisors to apply EEO principles to all personnel management policies, procedures, and actions that affect employment, including recruiting, hiring, promotions, training, awards, assignments, discipline, terminations, performance appraisals, and overseas tour extensions.
4. Leaders at all levels will adhere to EEO principles to accomplish our mission. I direct managers, supervisors, and employees to participate in annual EEO training and encourage their participation in EEO activities (serving as a collateral duty EEO Counselor or Mediator). All supervisors must lead by example, show respect to others, create a positive work environment, and ensure EEO principles are discussed during counseling and included in supervisory performance evaluations.
5. Civilian employees, former employees, and applicants for employment who believe they have been discriminated against must contact full-time EEO officials to initiate a complaint within 45 calendar days of the matter/personnel action alleged to be discriminatory, or of learning of the matter/personnel action alleged to be discriminatory. Untimely filing may result in the complaint being dismissed.
6. POC for this policy is the USAG Bavaria EEO Office at DSN 314- 526-3117, Civ. 09641-70-526-3117, or usarmy.bavaria.id-europe.mesg.mac-admin-eeo@army.mil

A handwritten signature in black ink, appearing to read "S. C. Flanagan", written over a horizontal line.

STEPHEN C. FLANAGAN
COL, SF
Commanding