DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON BAVARIA
UNIT 28130
APO AE 09114-8130

AMIM-BAG-EE

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 the way we treat our employees directly affects their performance. We can only achieve successful mission accomplishment 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. We will not tolerate findings of illegal discrimination.

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, such as 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 they discuss EEO principles during counseling and include them 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 within 45 calendar days of the alleged discriminatory matter or personnel action to initiate a complaint. Filing after this deadline may result in the dismissal of the complaint

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

DEREK G. DROUIN
COL, AR
Commanding