



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
2405 GUN SHED ROAD  
JOINT BASE SAN ANTONIO FORT SAM HOUSTON, TX 78234-1223

SEP 24 2020

IMEE

MEMORANDUM FOR ALL US ARMY INSTALLATION MANAGEMENT COMMAND  
PERSONNEL

SUBJECT: Command Policy #2 Equal Employment Opportunity and Diversity

1. I am committed to ensuring leaders, managers, supervisors and employees adhere to EEO laws, regulations, and guidance set forth by the Equal Employment Opportunity Commission (EEOC), the Department of Defense (DoD), the Department of the Army (DA) and the Installation Management Command (IMCOM). I strongly promote the full realization of equal employment opportunity. IMCOM will strive to create a diverse and inclusive workforce free of harassment and discrimination.
2. Military and civilian leaders, managers, and supervisors must ensure a workplace where every employee is valued, treated with dignity and respect, and given an opportunity to contribute fully to the mission. Leaders must:
  - a. Base decisions affecting promotion, training, awards, duty assignments, and all other personnel actions, on merit principles, ability, and performance of the individual.
  - b. Ensure supervisors and employees are trained and aware of reporting procedures and complaint processes. Immediately address concerns raised in the workplace. Promptly investigate allegations of harassment and take appropriate action. Promote resolution conflicts at the lowest level, providing reasonable accommodations, and opening the lines of communication.
  - c. Acknowledge and support employees' choice to exercise their legal and regulatory rights without retaliation. Reprisal of any kind against employees or customers for filing an EEO complaint, supporting others who have done so, or for opposing unlawful employment practices, is prohibited.
3. A diverse workplace free of discriminatory practices and harassment is vital to developing and maintaining a mission-ready workforce. As leaders, managers, and supervisors, we must understand and identify unlawful conduct and be proactive in our obligation to prevent prohibited discrimination. Adherence to the principles of EEO exemplifies prudent leadership and is the right thing to do.

A handwritten signature in blue ink, appearing to read "D. Gabram", is located below the main text.

DOUGLAS M. GABRAM  
Lieutenant General, U.S. Army  
Commanding