



**DEPARTMENT OF THE ARMY  
U.S. ARMY MILITARY DISTRICT OF WASHINGTON  
JOINT FORCE HEADQUARTERS-NATIONAL CAPITAL REGION  
102 3RD AVENUE, BLDG 39, SUITE 2  
FORT LESLEY J. MCNAIR, DC 20319-5031**

**OCT 01 2020**

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**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Policy Letter – Equal Opportunity (EO) – Memorandum #3**

1. **REFERENCE.** AR 600-20 (Army Command Policy), 24 July 2020.
2. **PURPOSE.** To provide guidance to Joint Force Headquarters – National Capital Region (JFHQ-NCR) and U.S. Army Military District of Washington (USAMDW) personnel on the Commander's Equal Opportunity (EO) Program. Department of Defense Civilians are supported by the Equal Employment Opportunity (EEO) Program. DOD Civilians will contact their local EEO office for support.
3. **APPLICABILITY.** These procedures are applicable to all service members assigned to and/or under the operational control of JFHQ-NCR/USAMDW.
4. **POLICY.** Our ability to accomplish our mission is absolutely dependent on the readiness of every member of this team, both Military and Civilian, and on maximizing their contributions to the unit's efforts by making the most of their individual skills. This command is committed to fostering an environment that promotes and practices diversity, equity, and inclusion.
  - a. The Military Equal Opportunity (MEO) program is designed to ensure all service members are treated with dignity and respect and protect them from unlawful discrimination. "Discrimination occurs when someone, or a group of people, is harassed, intimidated, insulted, humiliated, or is treated less favorably than another person or group, because of their race, color, sex (to include gender identity), national origin, religion, or sexual orientation. It includes use of disparaging terms with respect to a person's race, color, sex (to include gender identity), national origin, religion, or sexual orientation which contributes to a hostile work environment."
  - b. The MEO Program formulates, directs, and sustains a comprehensive effort to maximize human potential and to ensure fair treatment for all service members based solely on merit, performance, and potential in support of readiness in accordance with guidelines set forth in AR 600-20, Chapter 6 and Appendixes C & D of the reference.
  - c. It is the responsibility of every individual in this command to contribute to the essential mission of promoting a healthy human relations climate within the command. Company level commanders (or equivalents) are responsible for sustaining a positive EO climate within their units by conducting command climate assessments within 60 days of assuming command, and annually thereafter while retaining command. In addition, commanders must ensure EO training is being conducted annually.

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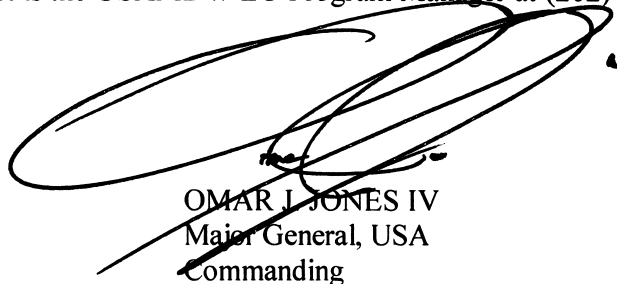
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5. The equal opportunity program must remain a vital part of this organization's structure. You are encouraged to file a report without fear of reprisal or retaliation. Any act of reprisal, retaliation, or attempts to discourage the filing of an MEO complaint will not be tolerated and is prohibited. The chain of command is responsible for addressing inappropriate conduct, resolving MEO complaints at the lowest possible level, and will protect anyone filing a complaint alleging unlawful discrimination from acts or threats of reprisal and retaliation. Complaint procedures are detailed in the JFHQNCR/MDW Harassment Prevention and Response Program Policy Memorandum

6. In accordance with HQDA Execute Order 005-20 Subject: Headquarters, Department of Army Responsibilities for Nationally Recognized and Commemorative themed events this command will continue supporting Ethnic and Special Observances. Our installation MEO offices will execute Ethnic and Special Observances for cultural and diversity awareness which now includes Army Heritage Month. Commanders at all levels will support all personnel desiring to participate in these activities.

7. For EEO support DA Civilians will contact JBM-HH EEO office at 703-696-2996. DAF Civilians will contact AFDW EO office at 202-930-2028.

8. PROPONENT. The USAMDW EO Office is the proponent for this JFHQ-NCR/USAMDW policy letter. The point of contact is the USAMDW EO Program Manager at (202) 685-3358 or DSN 325-3358.



OMAR J. JONES IV  
Major General, USA  
Commanding

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