



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BRAGG  
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FORT BRAGG NC 28310-5000

IMBG-ZA

15 November 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Letter #1—Equal Employment Opportunity (EEO) Program

1. References:

a. AR 690-12 (Equal Employment Opportunity and Diversity), 22 December 2016.

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

2. This policy applies to all personnel assigned to Installation Management Command, Headquarters, Garrison Command, Fort Bragg, NC. This policy memorandum supersedes Garrison Policy Letter #1, Equal Employment Opportunity (EEO) Program, dated 23 January 2018.

3. I fully support the Garrison EEO Program and the goal to achieve a model EEO Program, in accordance with the EEO Commission Management Directive 715. Affirmative Employment programs are designed to promote employment opportunities and to identify and address employment-related and diversity issues for women, minorities, individuals with disabilities, and disabled veterans.

4. It is the policy of this command to provide EEO in Federal employment, consistent with Federal merit system principles and applicable law, for all persons, to prohibit discrimination in employment because of 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.

5. Public laws and permanent policies prohibit employment discrimination based on race, color, national origin, age (40 or older), sex, religion, disability (mental or physical), genetic information, and reprisal against a person who participates in the EEO process or opposes employment discrimination. Lesbian, gay, bisexual, and transgender employees also have the right to use the EEO process. Managers, supervisors, and employees are responsible and accountable for complying with laws and regulations that govern the policy of EEO.

6. Discrimination, whether real or perceived, affects employee morale and well-being, interferes with mission accomplishment, and has a negative impact on readiness. Each of us has a responsibility to support and ensure the success of our EEO Program. The Affirmative Employment and Special Emphasis programs are designed to assist

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managers when making selections for training, career development programs, merit promotion actions, awards, and other types of recognition and personnel actions, in accordance with sound personnel management practices.

7. We must ensure our recruitment and selection processes support fair and equitable consideration of all qualified individuals, and decisions are based on merit principles, without regard to race, color, sex, religion, national origin, age, physical or mental disability, genetic information, or reprisal.

8. EEO is a right mandated by law and an essential element of good leadership. When complaints arise, we must work to resolve them promptly, starting at the lowest level. Any employee, former employee, or applicant for employment who believes he or she has been discriminated against in an employment matter has a right to pursue a complaint of discrimination. Individuals who perceive they are victims of discrimination, including sexual harassment, must contact an EEO official within 45 calendar days from the date of incident or when they became aware, or personnel action. The Garrison EEO office is responsible for the administrative processing of discrimination complaints. Managers and supervisors must not tolerate any unlawful discrimination or reprisal against those who exercise their rights under EEO laws.

9. EEO is a mandatory performance standard for all supervisors. Leaders are responsible for ensuring everyone completes the mandatory Army EEO, Anti-Harassment, and No FEAR training available through the Army Training Requirements and Resources System (ATRRS). Leaders at all levels are expected to share my commitment in fostering a work environment free of discrimination in any form. I am personally committed to making this command a model employer of choice with a diverse, talented and effective workforce. Discrimination is illegal and will not be tolerated in this command.

10. This policy memorandum will be permanently posted on all official bulletin boards.

11. The point of contact for this policy is the Garrison EEO office at 910-396-5214 or DSN 236-5214.



PHILLIP D. SOUNIA  
COL, AR  
Commanding

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