



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BUCHANAN
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IMBC-ZA

MEMORANDUM FOR ALL PERSONNEL ASSIGNED TO OR UNDER THE OPERATIONAL CONTROL OF THE UNITED STATES ARMY GARRISON (USAG) FORT BUCHANAN

SUBJECT: Command Policy No. 5, Equal Employment Opportunity (EEO)

1. References.

- a. AR 690-12, Equal Employment Opportunity and Diversity, 12 December 2019.
- b. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004.
- c. AR 690-12, Equal Employment Opportunity and Diversity (Appendix C), Army Reasonable Accommodation Procedures, 12 December 2019.
- d. AR 690-12, Equal Employment Opportunity and Diversity (Appendix D), Army Anti-Harassment Implementation Procedures, 12 December 2019.

2. Purpose. To establish the Commander's policy on Equal Employment Opportunity.

3. Applicability. Applies to all applicants for employment, employed civilians, formerly employed civilians, and certain contractor personnel serviced by the Fort Carson Equal Employment Opportunity Office.

4. Policy. This Command is committed to the principles of equal employment opportunity by ensuring that all employees and applicants for employment receive fair and equitable treatment without regard to race, color, national origin, age (over 40), religion, disability, genetic information, sex (including pregnancy, sexual orientation, gender identity), and reprisal for participating in EEO activities. Leaders at all levels have the responsibility and are accountable for fostering and maintaining a discrimination-free work environment by making certain that their human capital decisions, practices, and policies are fair, appropriate, and equitable.

5. Procedures.

- a. Individuals who perceive they are victims of discrimination, including sexual harassment, should report these incidents to their chain of command or the EEO Office.

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Complaints of discrimination will receive immediate attention and response from those involved, ensuring the rights of both the victim and the accused are protected. All employees are free to raise EEO issues and concerns, participate in the EEO complaint process, or seek EEO guidance without fear of intimidation, reprisal, or retaliation.

b. Supervisors and managers (military and civilian) must demonstrate the same dedication and involvement in achieving the command's EEO goals as they display in accomplishing other missions and objectives. Adherence to the principles of EEO exemplifies prudent leadership and is the right thing to do. I expect performance evaluations of military and civilian leaders to reflect their level of success in compliance with this policy.

c. As a model employer, our goal is to have a workforce that reflects our Nation's diversity. To accomplish our goal, the affirmative employment program is designed to identify and remove any remaining barriers to achieving and maintaining a highly qualified, diverse, and representative workforce. Leaders, managers, and supervisors are responsible for the successful attainment of this goal. We must work together to identify and eliminate barriers from the work environment so that qualified applicants and employees are free to compete for job opportunities and take part in career development to the fullest extent possible.

d. I strongly encourage leaders to consult with the Command's EEO Officer for advice and guidance when making critical employment decisions as these decisions may have EEO implications. When sensitive EEO issues or systemic problems arise, I expect prompt resolution at the lowest possible level.

6. The proponent for this policy is the Fort Buchanan EEO Office, 787-707-3240 or usarmy.buchanan.usag.mbx.eeo@mail.mil.

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Commanding