



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON, CARLISLE BARRACKS
22 ASHBURN DRIVE
CARLISLE, PENNSYLVANIA 17013-50

AMIM-CLG-ZA

7 July 2023

MEMORANDUM FOR All U.S. Army Garrison Carlisle Barracks Personnel

SUBJECT: Command Policy # 5 – Equal Employment Opportunity (EEO)

1. References:

- a. Army Regulation (AR) 690-12 (Equal Employment Opportunity and Diversity), 12 December 2019.
- b. AR 690-600 (Equal Employment Opportunity Discrimination Complaints), 9 February 2004.
- c. Equal Employment Opportunity Commission Management Directive 715 (EEO MD-715), 1 October 2003.
- d. DoD Instruction 5145.05, Alternative Dispute Resolution (ADR) and Conflict Management, 27 May 2016.
- e. 29 Code of Federal Regulation 1614.603, Voluntary Settlement Attempts, 30 January 2023.

2. This policy supersedes any previous policies and is in effect until superseded or rescinded.

3. Applicability: This policy applies to all personnel assigned to or under the operational control of USAG Carlisle Barracks, applicants for employment, and former employees.

4. Policy and Procedures:

a. This Command is committed to EEO principles and to maintaining a workplace free of unlawful discrimination and harassment. We fully support the Garrison EEO Program and the goal to achieve a model EEO Program, in accordance with the EEO MD-715. It is our goal to ensure that all employees and applicants for employment receive fair and equitable treatment without regard to race, color, religion, sex (including pregnancy sexual orientation, gender identity), national origin, genetic information, reprisal, disability, age, status as a parent, or other impermissible basis. Consistent with these principles, the garrison provides

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reasonable accommodation to employees and applicants with disabilities, and for sincerely held religious beliefs, observances, and practices.

b. Leaders at all levels are also 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 fully take part in career development. Leaders 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.

c. Managers and supervisors at all levels will promote EEO by ensuring that all EEO policies and EEO contact information are posted on official bulletin boards and by ensuring that each employee receives all required EEO training.

d. 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. Any employee, former employee, or applicant for employment who believes they have been unlawfully 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 personnel action, or within 45 calendar days from the date they became aware.

e. When complaints arise, we must work to resolve them promptly, starting at the lowest level. I expect every supervisor to address any allegation of discrimination and/or harassment promptly, effectively and fairly. Managers and supervisors must not tolerate any unlawful discrimination or reprisal against those who exercise their rights under EEO laws. Managers and supervisors will participate in ADR when requested by an aggrieved person in the EEO complaint process. Only the Garrison Commander can waive ADR when it is requested by the aggrieved through the EEO complaint process.

f. The Garrison EEO office is responsible for the administrative processing of discrimination complaints and advising management at all levels. Complaints of discrimination will receive immediate attention and will be processed in accordance with Army Regulation 690-600. The Garrison Labor Attorney is available to assist and advise supervisors as needed.

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5. A copy of this policy is to be posted on all official bulletin boards, official websites, and made available upon request.

6. The point of contact for this command policy is the Equal Employment Opportunity Office at 717-245-3950.

PRISCELLA A. NOHLE
LTC, MI
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