



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY MEDICAL RESEARCH AND MATERIEL COMMAND
AND FORT DETRICK
810 SCHREIDER STREET
FORT DETRICK, MARYLAND 21702-5000

REPLY TO
ATTENTION OF

MCMR-ZA

11 AUG 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum 2016-05, Equal Employment Opportunity (EEO)
Alternative Dispute Resolution Policy

1. The USAMRMC and Fort Detrick are firmly committed to using alternative methods for resolving disputes in all of their activities, where appropriate and feasible. Used properly, in appropriate circumstances, Alternative Dispute Resolution (ADR) can provide faster, less expensive and contentious, and more productive results in eliminating workplace discrimination.
2. The use of mediation is the preferred method of ADR for the Department of the Army and the US Army Medical Command and will be offered during the pre-complaint, informal stage of a Title VII EEO complaint. The use of ADR/mediation is also strongly recommended for non-EEO related complaints and workplace disputes that may be resolved utilizing the resources of the Mediation Program. The process of mediation focuses on the core principles of mediation: Neutrality, Confidentiality, and Voluntariness, and is conducted by trained, collateral duty mediators under the advisement of the EEO Officer. It is administered, monitored, and regulated by the EEO Office as outlined in the Equal Employment Opportunity Commission Management Directive 715 (MD715).
3. Through this policy memorandum, the EEO Office affirms its commitment to the use of mediation techniques throughout its serviced organizations, where appropriate and feasible.
4. This memorandum will be permanently posted on all official EEO bulletin boards and will remain in effect until superseded or rescinded.
5. The point of contact for this policy memorandum is the EEO Office at 301-619-2479.

Barbara R. Holcomb
BARBARA R. HOLCOMB
Major General, US Army
Commanding General

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum 2016-77, Anti-Harassment Policy

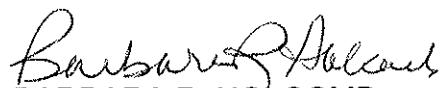
1. As part of my commitment to supporting the principles of Equal Employment Opportunity (EEO) for all employees and applicants for employment, I want to emphasize the importance of maintaining a work environment that is free from workplace harassment, to include sexual harassment. The Soldiers, Civilians, and Contract personnel we work with deserve to be treated at all times with dignity and respect. Workplace harassment destroys this initiative, so it is imperative that commanders, managers, and supervisors at all levels are vigilant in identifying inappropriate behavior and work aggressively to eradicate harassment in any form before it becomes severe or pervasive.
2. Workplace harassment is defined as any unwelcome conduct based on race, color, national origin, religion, sex (including harassment of a sexual or non-sexual nature, pregnancy, gender identity, and sexual orientation), age, genetic information, or disability when such conduct has the purpose or effect of adversely affecting a person's work performance and/or creating an intimidating, hostile, or offensive work environment. Harassing conduct may include, but is not limited to, racial slurs, negative stereotyping, offensive written material or electronic media, demeaning or sexual jokes, inappropriate unwanted touching, and interference with work performance. I will not tolerate workplace harassment, and I charge all US Army Medical Research and Materiel Command and Fort Detrick commanders, managers, and supervisors at every level with maintaining an environment free of any form of harassment.
3. Any employee who believes he or she has been the victim of workplace harassment in any form is strongly encouraged to report it immediately to an appropriate person in his or her chain of command or the servicing EEO Office. I will ensure allegations of workplace harassment will be investigated promptly, thoroughly, and impartially, and immediate and appropriate corrective action will be taken when warranted. Furthermore, I will not tolerate reprisal or retaliation against any employee for making a good-faith report of harassing conduct or for participating in any inquiry regarding such a report. Harassing conduct tears at the very fiber of our Army Values; therefore, I expect all employees to act professionally, comply with this policy, and refrain from any harassing conduct.

*This supersedes Command Policy Memorandum 2014-77, 16 September 2014.

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SUBJECT: Command Policy Memorandum 2016-88, Equal Employment Opportunity (EEO)

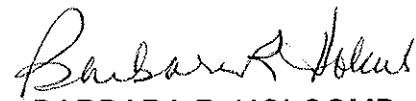
1. I am personally committed to supporting the principles of EEO for all employees and applicants for employment. I want to ensure we maintain a work environment free of any form of harassment, unlawful discrimination, or reprisal. Our employees are critical to the Army's mission and the way we treat them directly affects their performance. For employees to reach their full potential, their workplace environment must be one of mutual respect, dignity, and fair treatment.
2. Federal laws and Army policies prohibit employment forms of discrimination on the bases of race, color, national origin, religion, sex (including harassment of a sexual or non-sexual nature, pregnancy, gender identity, and sexual orientation), age, genetic information, or disability. I charge all US Army Medical Research and Materiel Command and Fort Detrick employees at every level with preventing and eliminating all forms of harassment or unlawful discrimination. I count on everyone to maintain an environment free of harassment or unlawful discrimination and remain dedicated to enforcing EEO program requirements.
3. I expect all leaders to ensure their personnel processes support fair and equitable consideration of all qualified individuals. All EEO principles shall be applied to, and be an integral part of, all personnel programs, management practices, and decisions, including, but not limited to, hiring and recruiting, promotion, reassignment, training and career development, benefits, and separation.
4. When an employee believes the principles of EEO law violate policy, procedure, or practice, the employee is strongly encouraged to report it immediately. Allegations of discrimination will be resolved fairly, expeditiously, and dispassionately at the lowest level possible. I expect leaders to participate in the mediation process as a means of resolving problems, when deemed appropriate. Reprisal or intimidation against those employees who exercise their rights to seek resolution through the complaint procedures will not be tolerated. Employees who wish to pursue an EEO complaint are reminded that they must contact their servicing EEO Office within 45 calendar days of the alleged discriminatory event or adverse personnel action.

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