



DEPARTMENT OF THE ARMY
HEADQUARTERS, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM
FORT DRUM, NEW YORK 13602-5000

AFDR-CG

12 July 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Policy Memorandum 21-07, Equal Employment Opportunity (EEO) for Civilian Employees and Applicants for Employment

1. References:

- a. 29 CFR 1614.102(b)(5).
- b. Army Regulation (AR) 690-12, Equal Employment Opportunity and Diversity, 12 December 2019.
- c. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004.
- d. EEOC Management Directive 715, Part G.

2. Supersession: This enclosure supersedes and replaces Installation Policy Memorandum 19-07, Equal Employment Opportunity (EEO) for Civilian Employees and Applicants for Employment, 17 September 2019.

3. Purpose. To provide guidance regarding Fort Drum's Equal Opportunity Program for Civilian employees and applicants for employment.

4. Concept. To be committed to the Army's EEO vision and be a model employer with a diverse workforce founded upon equality of opportunity and free of unlawful harassment and discrimination.

5. Applicability. This policy applies to all Civilian personnel, including appropriated and non-appropriated fund employees.

6. General:

a. All leaders, directors, managers, and supervisors will take prompt and effective action to eliminate discrimination. They will fully support the Fort Drum Affirmative Employment Plan as well as all employment laws designed to create a workforce that is representative of the Civilian labor force at all levels. Affirmative employment practices include recruitment activities designed to reach all segments of the Civilian labor force, fair selection procedures, career development training, and recognition programs.

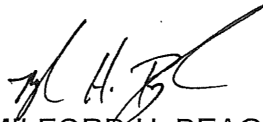
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b. Leadership support is necessary to ensure that all employees and applicants are treated fairly and afforded an opportunity to compete equally for the benefits associated with employment at Fort Drum. I expect all leaders to appropriately recognize subordinates' efforts and performance, make full use of their skills and potential, and provide necessary training for the performance of their duties. All allegations of discrimination and/or harassment will be addressed promptly, effectively and fairly. Leaders will ensure employees are not subjected to retaliation for participating in the EEO process.

c. Civilian employees, former Civilian employees, and applicants for employment who feel they have been discrimination against on the basis of race, national origin, color, age (40 or over), sex (including pregnancy, gender identity, and sexual orientation when based on sex stereotyping), religion, disability (mental or physical), genetic information and/or reprisal for a previous EEO protected activity should report it immediately to the chain of command, and/or consult the EEO office.

7. The point of contact for this policy is the EEO office at (315) 772-6565.



MILFORD H. BEAGLE, JR.
Major General, USA
Commanding

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