



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON  
307 CHAMBERLAIN AVENUE  
FORT GORDON, GEORGIA 30905-5000

IMGO-ZA

JUL 22 2020

MEMORANDUM FOR All Garrison Personnel

SUBJECT: Garrison Commander's Policy Memorandum No. 04 – Equal Employment Opportunity (EEO)

1. As the Commander of the US Army Garrison at Fort Gordon, I am committed to the principles of Equal Employment Opportunity for all employees and applicants for employment. It is essential that all individuals receive fair and equitable consideration in every area of personnel management based solely upon their merit and ability. All personnel share in the responsibility to create and maintain an environment free from unlawful discrimination.
2. When an employee believes he or she has been treated differently based on age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion or reprisal and when an individual believes the principles of EEO law were violated in policy, procedures or practice, the employee is encouraged to consult with the EEO office. Complaints of discrimination will be resolved fairly, expeditiously, and dispassionately at the lowest level possible. Managers will participate in the mediation process as a means of resolving the problem. Reprisal or intimidation against employees who exercise rights to seek resolution through the complaint process will not be tolerated.
3. Our success in meeting established goals depends on our commitment to the Army's policy regarding equal opportunity and affirmative action. It is vital that we strive for a workforce that is representative of our nation's diversity that allows everyone an opportunity to work at their full potential. Achieving and maintaining an environment that ensures equality for all requires the personal attention of all Commanders, managers, and supervisors. Continued support from senior leaders will ensure that together we succeed in meeting the dual mission of supporting the Warfighter and maintaining a dedicated workforce.
4. This policy will be brought to the attention of all personnel during EEO training, and a copy of this memorandum will be posted on the EEO website and on all the primary bulletin boards.

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SUBJECT: Garrison Commander's Policy Memorandum No. 04 – Equal Employment Opportunity (EEO)

5. The proponent for this action is the Equal Employment Opportunity Office, (706) 791-4551.



SHAW S. PICK  
COL, SC  
Commanding



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MEMORANDUM FOR All Garrison Personnel

SUBJECT: Garrison Commander's Policy Memorandum No. 05 – Anti-Harassment

1. References:

a. Equal Employment Opportunity Commission (EEOC) Management Directive 715, EEO, 1 Oct 03.

b. The Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002, (No FEAR Act), effective 1 Oct 03.

c. AR 690-12, Equal Employment Opportunity and Affirmative Action, 12 December 2019.

d. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004.

e. AR 600-20, Army Command Policy, 6 November 2014.

2. Fort Gordon military and civilian personnel must be allowed to work in an environment free of harassment. We must be committed to an environment of mutual respect, dignity and fair treatment for all individuals. Workplace and discriminatory harassment impacts our team. Soldiers and employees cannot perform at their best while working in a hostile environment.

3. Harassment based on race, religion, color, sex, national origin, age, disability, genetic predisposition, or reprisal or other impermissible basis is not acceptable. Harassment includes any offensive conduct including slurs, jokes or other verbal, nonverbal, or physical conduct that has the effect of interfering with an individual's work performance or creating an intimidating, offensive, or hostile environment.

4. Workplace harassment, including sexual harassment, has no place on Fort Gordon. Sexual harassment is a form of sex discrimination. It adversely impacts readiness and affects mission accomplishment. Further, it violates the law, is detrimental to productivity, diminishes self-esteem, and adversely affects morale.

5. Any Soldier or civilian who encounters workplace harassment should report the incident through appropriate channels. Contact should be made with the appropriate chain of command and/or servicing EEO (Civilian), EO (Military), legal, or personnel offices for prompt, thorough, and impartial investigation. The Equal Employment Office

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SUBJECT: Garrison Commander's Policy Memorandum No. 05 – Anti-Harassment

and the Office of the Staff Judge Advocate are available for advice and counsel. Leaders must ensure that incidents are investigated immediately and thoroughly. Failure to promptly and effectively deal with alleged harassment may result in other harm to a victim and puts the Army further at risk. Leaders, managers, and supervisors will ensure that employees who report harassment are not subject to reprisal for exercising their protected activity.

6. We must be committed to ensuring that Fort Gordon is free of workplace harassment, and we must expect all individuals to understand and support this policy. Together we can create teams that are beyond reproach. It is only through a team effort that we can meet our ultimate goal of strengthening the health of our Nation by improving the health of our Army and Fort Gordon.

7. This policy is effective until superseded or rescinded. This policy will be posted on all official bulletin boards and websites. The proponent for this action is the Equal Employment Opportunity Office, (706) 791-4551.



SHAW S. PICK  
COL, SC  
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MEMORANDUM FOR All Garrison Personnel

SUBJECT: Garrison Commander's Policy Memorandum No. 06 - Reasonable Accommodation for Individuals with Disabilities

1. References:

- a. Rehabilitation Act of 1973, 42 USC § 12112
- b. Executive Order No. 13164, dated 20 October 2000.
- c. Equal Employment Opportunity Commission (EEOC) guidance, dated 17 October 2002.
- d. The Americans with Disabilities Act (ADA) Amendments Act of 2008.

2. Policy: I fully support reasonable accommodations for individuals with disabilities and consider it a matter of high priority. It is my intent with this policy to fully comply with the reasonable accommodations requirements of the Rehabilitation Act of 1973. Under the law, federal agencies must provide reasonable accommodations to qualified employees or applicants with disabilities, unless to do so would cause undue hardship. Fort Gordon is committed to providing reasonable accommodations to its employees and applicants for employment, in order to assure that individuals with disabilities enjoy full access to equal employment opportunity at Fort Gordon. Fort Gordon will provide reasonable accommodations when:

- a. An applicant with a disability requires accommodations in order to be considered for a job.
- b. An employee with a disability needs accommodations to enable him or her to perform the essential functions of the job or to gain access to the workplace.
- c. An employee with a disability needs accommodations to enjoy equal benefits and privileges of employment.

3. All requests for reasonable accommodations should be submitted in writing through each employee's supervisory chain; costs related to accommodations are part of the responsibility of each organization. Procedures to follow in submitting a request are located on the EEO website.

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SUBJECT: Garrison Commander's Policy Memorandum No. 06 - Reasonable  
Accommodation for Individuals with Disabilities

4. The proponent for this action is the Equal Employment Opportunity Office,  
(706) 791-4551.

A handwritten signature in black ink, appearing to read 'SHAW S. PICK', with a stylized flourish extending to the right.

SHAW S. PICK  
COL, SC  
Commanding