



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON FORT HAMILTON
113 SCHUM AVENUE
BROOKLYN NEW YORK 11252

AMIM-HAG-ZA

Policy Letter# 2

13 March 2023

MEMORANDUM FOR All U.S. Army Garrison - Fort Hamilton Personnel

SUBJECT: Command Policy #02, Equal Employment Opportunity and Diversity

1. References:

a. Army Regulation (AR) 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004.

b. AR 690-12, Equal Employment Opportunity and Diversity, 12 December 2019.

c. 29 Code of Federal Register (C.F.R.) Part R 1614, Federal Sector Equal Employment Opportunity.

d. Equal Employment Opportunity Commission (EEOC) EEO Management Directive 110 (EEO-MD-110), 5 August 2015.

2. Background. The United States Army Garrison – Fort Hamilton (USAG-Fort Hamilton) is fully committed to the Equal Employment Opportunity (EEO) principles. Each leader, manager, and supervisor will comply with federal laws and Department of Army regulations prohibiting unlawful discrimination in the workplace and ensure that equal opportunity and diversity in employment remains the standard throughout the USAG-Fort Hamilton area of responsibility.

3. Intent. Equal opportunity and an environment free from unlawful discrimination and harassment are essential to the fulfillment of our mission requirements and it ensures all civilian employees are afforded the opportunity to achieve their full potential. Our mission can only be accomplished in a diverse environment of mutual respect, dignity, and fair treatment. In order to foster this environment, leaders must ensure that employment decisions are based solely on merit system principles. The EEO complaint process provides a forum for employees and other eligible individuals to exercise their right to address perceived incidents through both informal and formal complaints.

4. Definitions. It is the policy of this command to provide equal employment opportunities, without regard to race, color, religion, sex (including pregnancy, and sexual harassment), national origin, reprisal (for prior EEO activity), disability (physical or mental), age (40 and over), sexual orientation, gender identity, status as a parent, and genetic information (Genetic Information Nondiscrimination Act, (GINA)) for all civilian employees, former employees, and applicants for employment.

5. Policy. USAG-FH will ensure a diverse workplace where Army civilian employees perform their jobs in an environment free from unlawful discrimination. Civilian employees will be treated

AMIM-HAG-ZA

SUBJECT: Command Policy #2, Equal Employment Opportunity and Diversity

with dignity and respect in every aspect of personnel policy and practice in the employment, development, advancement, and treatment of civilian employees.

6. Requirement. Leaders, managers, and supervisors will ensure employees are trained and aware of the EEO reporting procedures and complaint process. Additionally, all leaders, managers, and supervisors will make decisions on all personnel actions based on merit principles and the employee's ability and performance. All leaders, managers, and supervisors are also responsible for ensuring all civilian employees complete the required annual mandatory Equal Employment Opportunity, Anti-Harassment, and NO FEAR training.

7. The proponent for EEO for our USAG-FH workforce is the USAG-FH EEO Officer, Mr. Victor R. Colon, 917-597-8950, victor.r.colonolivares.civ@mail.mil.


BRIAN A. JACOBS
COL, AD
Commanding