



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 25TH INFANTRY DIVISION AND U.S. ARMY HAWAII  
BUILDING 580 KOLEKOLE AVENUE  
SCHOFIELD BARRACKS, HAWAII 96857-6000

29 MAY 2019

APVG-CG

MEMORANDUM FOR Department of Defense Civilian Employees, 25th Infantry Division and United States Army Hawaii (USARHAW)

SUBJECT: 25th Infantry Division and United States Army Hawaii Policy Letter #5 - Equal Employment Opportunity (EEO) and Affirmative Employment

1. References:

- a. AR 690-12, Equal Employment Opportunity and Diversity, 22 Dec 16.
- b. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 Feb 04.

2. Intent. Establish the policy on Equal Employment Opportunity for 25th Infantry Division/United States Army Hawaii (USARHAW) civilian employees and applicants.

3. Policy. This command will provide equal employment opportunity to civilian employees and create an inclusive environment in which is clear to all Soldiers and Civilians that discrimination will not be tolerated. Each individual has the right to compete for advancement based upon abilities and merit, regardless of race, color, religion, sex, national origin, reprisal, disability, age, sexual orientation, gender identity, status as a parent, or other impermissible basis.

a. I am fully committed to equal employment opportunity for our civilian employees and I expect Leaders at all levels continue to ensure an environment free of discriminatory practices. Individuals need to be treated with respect and fairly at all times. Employees intending to file a complaint should make contact with an EEO counselor within 45 days of the date of action or matter giving rise to an allegation or discrimination.

b. Equal employment opportunity has a direct, positive effect on mission accomplishment, professional growth, morale, and recruitment of qualified job applicants. Effective leadership, proactive personnel management, and accountability are vital to achieving equal employment opportunities for everyone.

c. Viable EEO affirmative employment programs will be implemented by military and civilian supervisors. Well-qualified minorities, women, and persons with disabilities will be given full consideration for career-enhancing training, key assignments, and promotions to senior-level positions.

APVG-CG

SUBJECT: 25th Infantry Division and United States Army Hawaii Policy Letter #5 -  
Equal Employment Opportunity (EEO) and Affirmative Employment

d. Finally, leaders must have complete situational awareness in their organizations. Small concerns need the attention of leaders starting from the lowest level for immediate resolve and to prevent it from becoming a major issue. Sustaining an environment of respect and compassion is crucial towards taking care of employees and meeting mission requirements.

4. Expiration Date. This policy remains in effect until cancelled or superseded in writing.

5. Proponent. The 25th Infantry Division and USARHAW Equal Opportunity Office is the proponent staff agency for this policy memorandum. Questions concerning this policy or the EEO complaints process should be directed to the USAG EEO Office, Amelia L. Lazo- Ramos at (808) 438-4965 or the 25th ID and USARHAW Equal Opportunity Office at (808) 655-0053.



RONALD P. CLARK  
Major General, USA  
Commanding

DISTRIBUTION:

A