



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

APVG-CG

21 October 2020

MEMORANDUM FOR RECORD

SUBJECT: United States Army Hawaii (USARHAW) Policy Letter #8 – Equal Employment Opportunity (EEO) and Affirmative Employment

1. References:

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

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

2. Applicability. This policy applies to DoD Civilians assigned to or present on any USARHAW installation. This policy applies both on and off post, during duty and non-duty hours.

3. Intent. Establish the policy on EEO for USARHAW Department of the Army Civilian (DAC) employees as well as to applicants of Federal employment.

4. Policy. This command will provide equal employment opportunity to civilian employees and create an inclusive environment for all. Each individual has the right to compete for advancement based upon his/her abilities and merit, regardless of race, color, religion, sex, national origin, reprisal, disability, age, sexual orientation (including 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. We must treat all personnel with dignity, respect, and fairness 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 impact 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. EEO affirmative employment programs will be implemented by military and civilian supervisors. All personnel will be given equal consideration for career-enhancing training, key assignments, and promotions to senior-level positions.

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 This policy remains in effect until cancelled or superseded in writing.

6. Proponent. The USARHAW Equal Opportunity Office is the proponent for this policy. Questions or EEO complaints should be directed to the USAG EEO Office at 808-438-4965 or the USARHAW Equal Opportunity Office at 808-655-0053.



JAMES B. JARRARD
Major General, USA
Commanding