



**DEPARTMENT OF THE ARMY**  
**U.S. ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON HAWAII**  
**745 WRIGHT AVENUE, BUILDING 107, WHEELER ARMY AIRFIELD**  
**SCHOFIELD BARRACKS, HAWAII 96857-5000**

AMIM-HIG-ZA

23 JAN 2025

MEMORANDUM FOR All Department of Defense Civilian Employees, and Other Civilian Personnel Who Work within United States Army Garrison, Hawaii (USAG-HI) Installations

SUBJECT: Policy Memorandum USAG-HI-2, Equal Employment Opportunity (EEO)

1. References.

a. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 01 Sep 24.

b. AR 690-12, Dtd 12 Dec 19.

c. Americans with Disabilities Act of 1990. Public Law No. 101-336. Titles I and V. 104 Statutes 328 (1990).

d. Rehabilitation Act of 1973. Public Law No. 93-112.87 Statute 335 (1973).

2. Applicability. This policy applies to all DA Civilian(s) and other civilian personnel who work on, reside on, or visit any US Army installations, facilities, or work sites in Hawaii.

3. Policy.

a. I am fully committed to equal employment opportunity for our employees and I expect that all commanders, managers and supervisors will ensure that all individuals are treated in a fair and equitable manner.

b. This command will not condone decisions based on race, sex, color, religion, national origin, age, genetics and physical or mental disability biases. Our personnel policies and practices must be free from any suggestion of unlawful discrimination. Anyone engaging in such discriminatory conduct or who retaliates against those raising concerns about such conduct will be subject to disciplinary action.

c. Viable EEO employment programs will be implemented. Well-qualified individuals and persons with disabilities will be given full consideration for career-enhancing training, key assignments, and promotions to senior-level positions.

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d. Finally, leaders must know what is going on in their organizations. Prompt attention to small concerns allow us to fix them before they become major issues. Sustaining a workplace where caring about our people's welfare and well-being is an important part of doing business.

4. This policy supersedes Policy Memorandum, USAG-HI-2, SAB, dated 05 Nov 24 and remains in effect until cancelled or superseded in writing.

5. Proponent. The proponent for this policy memorandum is the United States Army Garrison, Hawaii EEO Office, at 808-787-4963.

A handwritten signature in black ink, appearing to read 'Rachel D. Sullivan', with a stylized flourish at the end.

RACHEL D. SULLIVAN  
COL, CA  
Commanding

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