



**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON**  
**2837 BOYD AVENUE**  
**FORT HUACHUCA, ARIZONA 85613-7001**

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7 OCT 2020

MEMORANDUM FOR Fort Huachuca United States Army Garrison

SUBJECT: POLICY 20-31, Equal Employment Opportunity (EEO)

**1. REFERENCES.**

- a. Secretary of the Army Equal Employment Opportunity Policy
- b. Secretary of the Army Harassment Prevention and Response Policy
- c. Secretary of the Army Diversity, Equity and Inclusion Policy
- d. Army Regulation (AR) 690-12, Equal Employment Opportunity and Diversity
- e. AR 690-600, Equal Employment Opportunity Discrimination Complaints
- f. AR 350-1, Army Training and Leader Development

**2. APPLICABILITY.** This policy applies to all United States Army Garrison (USAG), Fort Huachuca employees to include appropriated, non-appropriated civilian employees and their military supervisors.

**3. RESPONSIBILITIES.** The EEO program helps to foster a healthy climate focused on teamwork, expertise, and contribution. The EEO program is focused on the education and prevention of workplace discrimination, harassment (sexual and nonsexual), and hostile work environment on the basis of Age 40+, Color, Disability (Mental or Physical), Equal Pay, Genetic Information, National Origin, Race, Religion, Retaliation, Sex (to include Pregnancy, Sexual Harassment, Sexual Orientation), and other lawful basis. The EEO program includes Affirmative Employment; Alternative Dispute Resolution – Informal Complaints Mediation and Workplace Dispute Mediation; Buildings and Parking Accessibility; Community Outreach; Diversity, Equity and Inclusion Initiatives; Informal and Formal Complaints; Reasonable Accommodations - Disability and Religious; Special Emphasis; Training; Advisory; Awards Review; Hiring Panels Review; and annually reporting the mandated Anti-Harassment and No FEAR training for all USAG employees.

**4. POLICY.** I expect total support for the EEO program and for EEO training. The EEO program applies to, and must be an inherent part of, all USAG personnel policies, procedures, practices, and actions that affect employment, assignment, promotion,

IMHU-ZA

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training, and professional development. The EEO program is equally applicable when recognizing, rewarding, disciplining our employees, and in providing proper working conditions for such employees. Education is the key for positive action on the part of all employees if we are to achieve and maintain USAG success in this area. A successful EEO program requires all to create and maintain a work environment conducive to personal and professional excellence.

5. I also expect all applicable USAG employees to complete the mandatory online EEO Anti-Harassment and No FEAR training for Supervisors and Non-supervisors within 60 days of onboarding, and annually thereafter. The training will be monitored by appropriate level supervisors and tracked by training coordinators using Microsoft Excel Spreadsheets with the following information: directorate, name, supervisory status, paygrade or rank, and date of training. The appropriate level supervisors or designees will provide the EEO Office staff the spreadsheets by 30 Sep of each year. I expect 100% reporting from USAG. The EEO Office Staff will report to IMCOM-T, the mandatory training on the annual Management Directive 715.

6. I am totally committed to equal employment opportunity for all applicants for employment and employees. I expect the same of each member of USAG. Nothing less than full support is acceptable.

7. A copy of this memorandum will be posted on USAG official bulletin boards and appropriate websites.

8. This memorandum supersedes USAG Policy 19-50, Equal Employment Opportunity

9. The proponent for this policy is USAG Fort Huachuca EEO Office at (520) 533-2028.



JARROD MORELAND  
Colonel, MI  
Commanding

Distribution: E