



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATE ARMY GARRISON
BLDG 237, B AVENUE, P.O. BOX 105021
FORT IRWIN, CA 92310-5000

AMIM-NTG-ZA

21 July 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #24 Equal Employment Opportunity (EEO) Policy Letter

1. I am committed to ensuring leaders, managers, supervisors and employees adhere to EEO Laws, regulations and guidance set forth by the Equal Employment Opportunity Commission (EEOC), the Department of Defense (DoD), the Department of the Army (DA), the Installation Management Command (IMCOM) and this command. I strongly promote the full realization of equal employment opportunities. U.S. Army Garrison - Fort Irwin will strive to be a workplace free of harassment and discrimination.

2. Military and civilian leaders, managers, and supervisors must ensure a workplace where every employee is valued, treated with dignity and respect, and is given an opportunity to contribute fully to the mission. Leaders must:

a. Base decisions affecting promotion, training, awards, duty assignments, and all other personnel actions, on merit principles, ability, and performance or the individual.

b. Ensure supervisors and employees are trained and aware of reporting procedures and complaint processes. Immediately address concerns raised in the workplace. Promptly investigate allegations of harassment and take appropriate action. Promote resolution conflict at the lowest level, providing reasonable accommodation, and opening lines of communication.

c. Acknowledge and support employees' choice to exercise their legal and regulatory rights without retaliation. U.S. Army Garrison – Fort Irwin management officials will participate in Alternative Dispute Resolution (ADR), a form of mediation, when requested by an aggrieved person in the informal EEO complaint process. Reprisal of any kind against employees or customers for filing an EEO complaint, supporting others who have done so, or opposing unlawful employment practices, is prohibited.

3. A workplace free of discriminatory practices and harassment is vital to developing and maintaining a mission-ready workforce. As leaders, managers, and supervisors we must understand and identify unlawful conduct and be proactive in our obligation to prevent prohibited discrimination. Adherence to the principles of EEO exemplifies prudent leadership and is the right thing to do.

4. The point of contact is the NTC and Fort Irwin EEO Office by telephone at 760-380-3778/4961.

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SUBJECT: Fort Irwin and the National Training Center and United States Army
Garrison (USAG) Equal Employment Opportunity Policy Letter #24

A handwritten signature in black ink, appearing to read 'S. Chadwick', with a long horizontal flourish extending to the right.

STEVEN L. CHADWICK
COL, AR
Commanding

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