



DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
6661 WARRIOR TRAIL, WOODFILL HALL
FORT POLK, LOUISIANA 71459-5339

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Readiness Training Center (JRTC) and Fort Polk Policy 4 - Statement on Military Equal Opportunity (MEO) and Equal Employment Opportunity (EEO)

1. References.

- a. Army Regulation (AR) 600-20, Army Command Policy
- b. Army Regulation (AR) 690-600, Equal Employment Opportunity Discrimination Complaints

2. I am personally committed to ensuring that EO is afforded to our Soldiers, Civilian employees, and their Family members. I am also personally committed to ensuring that EEO is afforded to our Civilian employees. Establishing a command climate that provides EO for personnel, regardless of race, color, sex (to include gender identity), national origin, religion, or sexual orientation is an essential task for all levels of command. I consider establishing a command climate that provides EEO for Civilian employees regardless of race, color, religion, sex (to include gender identity), national origin, age, disability, or genetic information just as essential. Furthermore, I am committed to the Army Harassment Prevention and Response Program and the prevention of harassment. Equal opportunity is not only the right thing to do, but it is a military necessity with a direct impact on readiness.

3. I expect all leaders to create and maintain an environment of zero tolerance for prohibited discrimination. Prohibited discrimination occurs when an action, policy, or procedure arbitrarily denies EO from another person or group because of their race, color, sex (to include gender identity), national origin, religion, or sexual orientation. Prohibited discrimination also occurs when an action, policy or procedure arbitrarily denies EEO from another person or group because of their race, color, religion, sex (to include gender identity), national origin, age, disability, or genetic information. Prohibited discrimination often takes the form of harassment, intimidation, bullying, insults, humiliation, or other unfavorable treatment. Harassment consists of hazing, bullying, discriminatory harassment, other acts of misconduct, and online misconduct as outlined in paras 4-19a (1) through (5). Soldiers, Civilian employees, and their Family members must know that they will be treated fairly and with dignity and respect in all aspects of daily operations. As such, commanders and leaders will create and maintain a positive command climate with an environment that is free of discrimination.

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Should discrimination occur, commanders and leaders will investigate promptly and thoroughly, take appropriate actions as necessary, and ensure that personnel who file EO or EEO complaints are protected from threats or acts of reprisal, coercion, or other adverse consequences resulting from filing such complaint.

4. The preferred method for handling an EO complaint is through the chain of command as either an informal, formal, or anonymous complaint. However, the chain of command is not the only channel available for redress of EO grievances. Soldiers and Family members may file complaints with the Joint Readiness Training Center and Fort Polk EO/Equal Employment Opportunity (EEO) Advisors, Inspector General, Staff Judge Advocate, Provost Marshal/Directorate of Emergency Services (DES), Criminal Investigative Division Command, medical agencies, housing referral office, chaplain, or a higher echelon in their chain of command. Soldiers and Family members must file formal complaints within 60 calendar days from the date of the alleged incident. Civilian employee EEO complaints shall be filed in accordance with Army Regulation 690-600. Civilian employees have a right to speak with their commander, director, or supervisor concerning their complaint without fear of intimidation, reprisal or harassment. Employee EEO complaints must be filed within 45 days of the date of the alleged incident giving rise to the complaint.

5. We must work together to achieve a healthy, productive atmosphere in which everyone can realize their full potential. Our Soldiers and Civilian employees are professionals. Each contributes a depth of experience and skill that enable this command to accomplish its missions. Let us set the standard and continue to demonstrate and nurture a just environment conducive to EO, EEO, and overall fair treatment.

6. Proponent. The point of contact for this policy is the Installation Equal Opportunity Advisor at (337) 531-1911.

7. This policy will remain in effect until superseded or rescinded.



DAVID W. GARDNER
Brigadier General, USA
Commanding

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