



**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LIBERTY  
2175 ROCK MERRITT AVENUE  
FORT LIBERTY, NC 28310-5000

AMIM-LIG-ZA (690-600)

2 June 2023

**MEMORANDUM FOR RECORD**

**SUBJECT: Garrison Policy Letter #1, Equal Employment Opportunity (EEO)**

**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.
- c. EEOC MD-715, Equal Employment Opportunity, Management Directive 715, 1 October 2003.
- d. Executive Order (EO) 13164 (Establishing Procedures to Facilitate the Provision of Reasonable Accommodation), 26 July 2000, as amended by the Americans with Disabilities Act Amendments Act of 2008.

2. This policy applies to all personnel assigned to the United States Army Garrison Fort Liberty, Fort Liberty NC. This policy memorandum supersedes Garrison Policy Letter #1, Equal Employment Opportunity (EEO), dated 15 November 2019.

3. I am fully committed to Equal Employment Opportunity (EEO) and a workplace free of discrimination, harassment and retaliation. This command will provide EEO for Civilian employees and applicants for employment without regard to race, color, sex, (including sexual orientation and gender identity) religion, national origin, age, disability (mental and physical), reprisal or genetic information.

4. EEO is a fundamental tenant of our command culture. Adherence to its principles allows us to recruit, develop and retain a diverse, qualified workforce. Managers and supervisors are accountable for ensuring equality of opportunity (for example, training, career development, merit promotions, awards and recognition) for all employees.

5. The Garrison EEO Program is designed to promote employment opportunities and to identify and address employment-related and diversity issues for women, minorities, individuals with disabilities, and disabled veterans.

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6. Managers, supervisors, leaders, and employees must treat each other with dignity and respect and communicate effectively. Unacceptable behavior detracts from our ability to execute the Army's mission. Individuals who perceive they are being subjected to unlawful discrimination must file an EEO complaint with their servicing EEO office within 45 calendar days of the alleged incident or when the employee knew or should have known of the discriminatory or harassing conduct.

7. Managers, supervisors, and employees will adhere to the procedures outlined in AR 690-12, Appendix C, Procedures for Providing Reasonable Accommodation for Individuals with Disabilities. Organization officials must begin processing oral requests for reasonable accommodation immediately, even if the employee has not yet submitted a written confirmation. The organization will process requests for reasonable accommodation and provide accommodations, when appropriate, as soon as reasonably possible but, no later than 30 business days from the date of the original request. When a request for reasonable accommodation is denied, the individual wishing to pursue the EEO Complaint Process must do so within 45 days of the denial.

8. When complaints arise, supervisors, managers, leaders, and employees should work to resolve them fairly and promptly, starting at the lowest possible level. Employees are encouraged to participate in mediation, the Army's preferred method of Alternate Dispute Resolution (ADR). A mediator is an objective and impartial person who facilitates communication between the aggrieved person and responsible management official, thereby avoiding excessive costs, delays and uncertain outcomes. U.S. Army Garrison Fort Liberty management officials will participate in ADR when requested by an aggrieved person in the EEO complaints process.

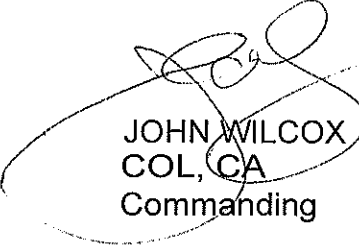
9. EEO is a mandatory performance standard for all supervisors. Leaders are responsible for ensuring everyone completes the mandatory Army EEO, Anti-Harassment, and No FEAR training available through the Army Training Requirements and Resources System (ATRRS). Leaders at all levels are expected to share my commitment to fostering a work environment free of discrimination in any form. I am personally committed to making this command a model employer of choice with a diverse, talented and effective workforce. Discrimination is illegal and will not be tolerated in this command.

10. This policy memorandum will be permanently posted on all official bulletin boards.

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11. The point of contact for this policy is the Director, Equal Employment Opportunity Office at (910) 396-4017 or DSN 236-4017



JOHN WILCOX  
COL, CA  
Commanding