



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
US ARMY GARRISON NATICK
10 GENERAL GREENE AVENUE
NATICK, MA 01760-5002

AMIM-SSG-ZA

COMMAND POLICY LETTER NO. 2-2025

Equal Employment Opportunity (EEO)

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), Army Material Command (AMC) and this command. I strongly promote the full realization of equal employment opportunities. USAG Natick will strive to be a workforce 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 of 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. USAG Natick management officials will participate in Alternate 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.

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SUBJECT: COMMAND POLICY LETTER NO. 2-2025, Equal Employment Opportunity (EEO)

4. Individuals are encouraged to immediately report issues of harassment through their chain of command to facilitate early resolution at the lowest level or contact the EEO office within **45 CALENDAR DAYS** of the harassing event. This policy will extend the 45-calendar daytime limit by an additional 45 calendar days when an individual shows he or she did not know or could not have reasonably discovered a discriminatory practice or personnel action.

5. This policy replaces Command Policy Letter No. 2, Equal Employment Opportunity and Anti-Harassment, 10 July 2024.

6. The proponent for this policy is the Equal Employment Opportunity Office, at 508-206-4017.

GREGORY J. KOZLOWSKI
LTC, SF
Commanding

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