



**DEPARTMENT OF THE ARMY**  
**U.S. ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS U.S. ARMY GARRISON**  
**2218 6TH AVENUE**  
**FORT NOVOSHEL AL 36362-1100**

GC Policy Memo 25-32

AMIM-NOG-EE (690-12a)

MEMORANDUM FOR U.S. Army Aviation Center of Excellence, U.S. Army Garrison and  
Tenant Units and Directorates, Fort Novosel, AL 36362

SUBJECT: Equal Employment Opportunity (EEO) Complaint Procedures

1. I am personally committed to EEO principles and to maintaining a work environment free of harassment and discrimination. Both actions violate federal law and will not be tolerated, whether the discriminatory action is based on race, religion, color, sex, national origin, age (40 or older), disability (mental or physical), genetic information, or reprisal for engaging in an EEO protected activity. Offensive conduct constitutes harassment when it alters the conditions of an individual's employment either by culminating in a tangible employment action or by being sufficiently severe or pervasive as to create a hostile environment.

2. Discrimination of any kind is detrimental to accomplishing the mission and negatively affects the morale of the workforce. Managers and supervisors at all levels will promote EEO by complying with all EEO statutory requirements and ensuring all EEO posters and policies are displayed on official bulletin boards. I expect every supervisor to address any allegation of discrimination and/or harassment promptly, effectively, and fairly and ensure employees are not subjected to retaliation for participating in the EEO process.

3. EEO is a critical readiness issue, and I will enforce Army Regulation (AR) 690-12 (Equal Employment Opportunity and Diversity) to address harassment and emphasize the importance of a diverse workforce on this installation. All personnel should give their chain of command and EEO officials the opportunity to resolve discrimination allegations informally at the lowest level possible. I will ensure civilian discrimination complaints receive fair and impartial processing in accordance with AR 690-600 (Equal Employment Opportunity Discrimination Complaints), and Title 29 Code of Federal Regulations Part 1614 (Federal Sector Equal Employment Opportunity).

4. Employees who feel they are being discriminated against have the right to contact the EEO Office at 334-255-9219. Contact with an EEO official must be made within 45 calendar days from the date of the discriminatory action/conduct. Employees who witness inappropriate behavior in the workplace should immediately report it through their chain of command.

5. This memorandum supersedes Policy Memo 23-32, dated 05 July 2023, and will remain in effect until changed or formally rescinded.

A handwritten signature in black ink, appearing to read "John P. Miller".

JOHN P. MILLER  
COL, AV  
Garrison Commander