



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON OKINAWA
UNIT 35114
APO AP 96376

COMMAND POLICY
690-1

AMIM-JNO-GEE (690-12a)

3 August 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Employment Opportunity (EEO) and Alternative Dispute Resolution (ADR)

1. REFERENCES:

- a. Army Regulation (AR) 690-12 (Equal Employment Opportunity and Diversity).
- b. AR 690-600 (Equal Employment Opportunity Discrimination Complaints).

2. PURPOSE. To establish the Garrison Commander's Policy on EEO and ADR.

3. APPLICABILITY. Applies to all current Department of the Army Civilian (DAC) employees, former employees, and applicants for employment.

4. POLICY.

a. I am fully committed to the principles of EEO by ensuring that all employees and applicants for employment receive fair and equitable treatment. I will not tolerate discrimination in any form. Leaders at all levels are responsible and will be held accountable for fostering and maintaining a discrimination-free work environment and ensuring all human capital decisions, practices, and policies are clearly-defined, well-communicated, consistently-applied and fairly-implemented. Equal employment opportunity must be an integral part of personnel policies and practices in the employment, development, advancement, and treatment of Civilian employees of the federal government.

b. Discrimination has no place at USAG Okinawa. It cannot and will not be tolerated. Managers and supervisors must lead by example and monitor the workplace to ensure that the environment is free from discrimination, hostility, intimidation, reprisal, and harassment.

5. GENERAL.

a. Individuals who believe they are victims of discrimination based on race, color, national origin, sex (including pregnancy, sexual orientation and gender identity), age

AMIM-JNO-GEE (690-12a)

SUBJECT: Equal Employment Opportunity (EEO) and Alternative Dispute Resolution (ADR)

(40+), disability (mental/physical), religion, genetic information or reprisal (prior EEO activity) and wish to initiate a discrimination complaint must contact an EEO Official within 45 calendar days of the incident. Complaints of discrimination will receive immediate attention and processed in accordance with AR 690-600.

b. Supervisors and managers within the Garrison area of responsibility (both military and DAC) must demonstrate the same dedication and involvement in achieving the command's EEO goals as they display in accomplishing other mission goals and objectives. Adherence to the principles of EEO is the right thing to do. I expect the performance evaluations of military and DAC leaders to identify the level of success that was achieved in meeting the EEO objectives.

c. Further, I am firmly committed to the use of alternative methods for resolving disputes where appropriate and feasible. The purpose of ADR, the Army's preferred method is facilitated mediation with a certified mediator, is to offer disputing parties an opportunity to openly express their positions and interests and to attempt resolution of the matter at issue in a mutually satisfactory fashion. The ADR program must be fair and conform to the following core principles: Voluntariness, Neutrality, and Enforceability.

d. Employees, Civilian supervisors, and Military supervisors of civilians will complete EEO NO FEAR training within 90 days of entering Army employment and annually, thereafter.

6. The point of contact for this policy is the USAG Okinawa EEO Office at DSN (315) 652-4045 or 5105.

7. This command policy supersedes USAG Okinawa Command Policy 690-1 and 690-3, 27 July 2020. It remains in effect until rescinded or superseded.

GLADDING.RYAN.
SETH.1254797320

Digitally signed by
GLADDING.RYAN.SETH.1254797320
Date: 2021.08.03 22:55:11 +09'00'

RYAN S. GLADDING
LTC, PO
Commanding

DISTRIBUTION:

B