



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON PICATINNY ARSENAL**  
**119 BUFFINGTON ROAD**  
**PICATINNY ARSENAL NJ 07806-5000**

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17 June 2020

**MEMORANDUM FOR All Picatinny Arsenal Employees**

**SUBJECT: U.S. Army Garrison Picatinny Arsenal Policy Memorandum #1, Command Policy on Equal Employment Opportunity**

1. Purpose. To establish the Commander's Policy on Equal Employment Opportunity.
2. References:
  - a. Army Regulation (AR) 690-12, Equal Employment Opportunity and Affirmative Action, dated 22 Dec 16.
  - b. Army Regulation (AR) 690-600, Equal Employment Opportunity Complaints, dated 9 Feb 04.
  - c. 29 Code of Federal Regulations (CFR) 1614, subject: Federal Sector Equal Employment Opportunity, dated 1 Jul 16.
  - d. Equal Employment Opportunity Commission Management Directive 110, Federal Sector Complaints Processing Manual, dated 5 Aug 15.
  - e. Equal Employment Opportunity Management Directive 715, Federal Responsibilities Under Section 717 of Title VII and Section 501 of the Rehabilitation Act, dated 1 Oct 03.
  - f. Title VII of the Civil Rights Act of 1964 as amended.
3. Scope. This policy applies to all personnel assigned to or under the operational control of the U.S. Army Garrison (USAG), Picatinny Arsenal and all Tenant Organizations, applicants for employment, and former employees of Picatinny Arsenal.
4. Policy.
  - a. As the Garrison Commander, I fully support and concept, policies, and objectives of the Equal Employment Opportunity (EEO) Program. The purpose of the federal EEO program is to provide a diverse civilian workforce that reflects our country and to provide for the non-discriminatory treatment of all employees carrying out their duties. Public laws and permanent policies prohibit employment discrimination based on race; color; national origin; age (40 and older); sex; religion; physical or mental disability; genetic

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information; and reprisal against an individual that participates in the EEO process or opposes employment discrimination. I hold managers, supervisors, and employees responsible and accountable for complying with laws and regulations governing the policy of EEO.

b. Equal Employment is a right mandated by law and an essential element of good leadership. A workplace free from discrimination is essential to developing and maintaining a mission ready workforce. When an employee or applicant for employment is discriminated against, the Arsenal's ability to accomplish its mission suffers, opportunities for achievement are lost, and the ability for each employee to reach their full potential is hindered. When allegations of discrimination arise, we must work to resolve them promptly beginning at the lowest level.

c. Individuals who perceive that they have been discriminated against or harassed (sexually or non-sexually), should report these allegations to their chain of command or the EEO Office. Any employee, former employee, or applicant for employment who believes that he or she has been discriminated against in an employment matter has the right to pursue a complaint of discrimination. Employees who choose to file a complaint of discrimination and preserve their legal rights must contact the Picatinny Arsenal EEO Office within 45 calendar days of the date the event(s) occurred. The installation EEO Office is responsible for the administrative processing of complaints of discrimination or reprisal against those who exercise their rights under EEO laws and regulations.

d. I am personally committed to making Picatinny Arsenal a model employer of choice with a diverse, talented, and effective workforce. In order to accomplish this goal, the affirmative employment program is designed to identify and remove barriers to achieving and maintaining a highly qualified and diverse workforce. Senior leaders, managers, and supervisors are responsible for identifying barriers in the workplace that potentially limit equal employment opportunities. I expect all leaders, managers, and supervisors to share my commitment to sound management practices and EEO principles.

5. This policy will be issued to new employees during the New Employee Orientation training and to newly appointed supervisors. This policy will also be permanently posted on all official bulletin boards and websites. Violation of this policy could result in disciplinary actions.

6. EEO is a mandatory performance standard for all supervisors. Garrison supervisors will exhibit EEO through their efforts to resolve conflicts and address concerns in the workplace and must demonstrate the same dedication and involvement in achieving the Command's EEO goals that they display with other missions and objectives. Not only does adherence to the principles of EEO exemplify prudent leadership, it is the right thing to do.

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7. Proponent. U.S. Army Garrison Picatinny Arsenal, Directorate of Equal Employment Opportunity. The EEO Officer can be reached at (973) 724-6953 or [clint.e.haskell.civ@mail.mil](mailto:clint.e.haskell.civ@mail.mil).

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LTC, SF  
Commanding