



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT POLK  
6661 WARRIOR TRAIL, BUILDING 350  
FORT POLK, LOUISIANA 71459-5339

IMPO-EE

FEB 25 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum #6 – Equal Employment Opportunity

1. References:

a. Army Regulation (AR) 690-600, Equal Employment Opportunity Discrimination Complaints, 4 February 2004

b. Army Regulation (AR) 690-12, Equal Employment Opportunity and Diversity, 22 December 2016

2. The HQ, United States Army Garrison – Fort Polk is a team, and our people are our most important resource. Our ability to care for and support our Soldiers, Family members and each other is negatively impacted when discrimination occurs. I strongly support Equal Employment Opportunity (EEO) and require all Garrison employees, managers and supervisors to do the same.

3. To achieve a model EEO program and the best workforce possible, we must eliminate all barriers to its realization. Supervisors will endorse fair competition and workforce development without regard to race, color, religion, sex, national origin, age, genetic information, disability or reprisal for prior EEO activity. They will consider EEO in all management practices and decisions, recruitment and hiring practices, appraisal systems, promotions, details, training or career development programs. I expect full support to Collateral Duty Counselors, Mediators and Special Emphasis Program Committee members. EEO is a mandatory performance standard and will be included on every supervisor's annual performance appraisal.

4. Individuals who feel they have been discriminated against should contact an EEO counselor or the EEO office within 45 calendar days of the incident, or within 45 calendar days of becoming aware of the incident. Complaints of discrimination will receive immediate attention and be processed in accordance with AR 690-600. Individuals who feel they have been discriminated against based on non-merit factors (such as sexual orientation, marital status, parental status or political affiliation) may file a complaint with the Office of Special Counsel and/or use appropriate grievance procedures.

IMPO-EE

SUBJECT: Garrison Policy Memorandum #6 – Equal Employment Opportunity

5. This policy will be posted in areas that house civilian employees, applicants for employment and contract workers.
6. Proponent: The Fort Polk Equal Employment Opportunity Office is the proponent for this policy.
7. This policy remains in effect until superseded or rescinded.



RYAN K. ROSEBERRY  
COL, MI  
Commanding

Encl

DISTRIBUTION:  
C, 1