



DEPARTMENT OF THE ARMY  
IRWIN ARMY COMMUNITY HOSPITAL  
650 HUEBNER ROAD  
FORT RILEY KANSAS 66442-4030

Number 3

MCMI-ZAH-CP

MEMORANDUM FOR All Civilian Personnel, Fort Riley Medical Department Activity

SUBJECT: Commander's Policy - Equal Employment Opportunity (EEO) Policy on Commitment to Alternative Dispute Resolution (ADR)

1. References.

a. Army Regulation (AR) 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004.

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

2. Applicability. This policy applies to all personnel assigned to or under the operational or administrative control of, applicants for employment with, and former employees of Irwin Army Community Hospital (IACH), Fort Riley, Kansas.

3. Policy.

a. As the IACH Commander, I am firmly committed to using alternative methods for resolving disputes, when appropriate and feasible. The Alternative Dispute Resolution (ADR) program gives participants an opportunity to resolve disputes in a quick, amicable and cost-effective manner.

b. The Department of the Army's preferred ADR method is mediation. Benefits of ADR can help restore working relationships and may serve as a preventative measure against future disputes. Managers, supervisors, and leaders have an affirmative duty to cooperate when ADR is offered.

c. Mediation provides a trained, neutral, and impartial third party (mediator) to guide the participants through a structured resolution process. It can be applied to all types of workplace disputes and empowers the involved parties to arrive at a mutual agreement.

MCMI-ZAH-CP

SUBJECT: Commander's Policy - Equal Employment Opportunity (EEO) Policy on  
Commitment to Alternative Dispute Resolution (ADR)

4. This publication is available in electronic media on IACH Intranet, Publications, IACH Commander's Policy Memorandums. The proponent for this policy is the EEO office, located at 510 Huebner Road, 1st Floor, Fort Riley, Kansas, 66442, and can be reached at (785) 239-2741/6689, DSN 856-2741/6689.

A handwritten signature in black ink, reading "Edgar G. Arroyo". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

EDGAR G. ARROYO  
COL, MS  
Commanding



**DEPARTMENT OF THE ARMY**  
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Number 24

MCMI-ZAH-CP

**MEMORANDUM FOR All Civilian Personnel, Fort Riley Medical Department Activity**

**SUBJECT: Commander's Policy - Equal Employment Opportunity (EEO) and Affirmative Employment**

**1. References.**

a. Army Regulation (AR) 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004.

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

**2. Applicability.** This policy applies to all personnel assigned to or under the operational and administrative control of, applicants for employment with, and former employees of Irwin Army Community Hospital (IACH), Fort Riley, Kansas.

**3. Policy.**

a. As the IACH Commander, I affirm the principles of EEO and commit to implementing a model EEO program by creating an environment free of discrimination. EEO is a right mandated by law and an essential element of values-based leadership.

b. I am committed to maintaining a professional workplace in which all individuals are treated with dignity and respect. Equal employment opportunities should be afforded to all employees and applicants for employment regardless of their race, color, religion, sex, national origin, age, disability, reprisal, genetic information, or other impermissible basis.

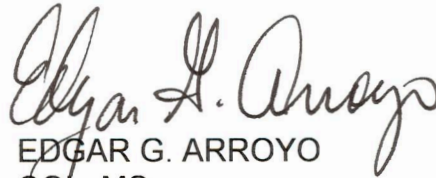
c. Managers, supervisors, and leaders are expected to responsibly maintain a workplace free of discrimination. In addition, I expect shared commitment to sound management practices and EEO principles. Together we must eliminate barriers for employees and applicants of employment and ensure that our recruitment and selection processes support the full consideration of qualified individuals. All personnel actions must be based upon merit factors.

d. Supporting the EEO program is a core value of IACH and integral to our mission and strategic planning. This publication is available in electronic media on IACH Web SharePoint.

MCMI-ZAH-CP

SUBJECT: Commander's Policy - Equal Employment Opportunity (EEO) and  
Affirmative Employment

4. The proponent for this policy is the EEO office, located at 510 Huebner Road, 1st Floor, Fort Riley, Kansas, 66442, and they can be reached at (785) 239-2741/6689, DSN 856-2741/6689.

A handwritten signature in black ink, appearing to read "Edgar G. Arroyo". The signature is fluid and cursive, with the first name "Edgar" and last name "Arroyo" clearly distinguishable.

EDGAR G. ARROYO  
COL, MS  
Commanding



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650 HUEBNER ROAD  
FORT RILEY KANSAS 66442-4030

Number 27

MCMI-ZAH-CP

MEMORANDUM FOR All Civilian Personnel, Fort Riley Medical Department Activity

SUBJECT: Commander's Policy – Equal Employment Opportunity (EEO) Policy on Anti-Harassment

1. References.

a. Army Regulation (AR) 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004.

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

2. Applicability. This policy applies to all personnel assigned to or under the operational or administrative control of, applicants for employment with, and former employees of Irwin Army Community Hospital (IACH), Fort Riley, Kansas.

3. Policy.

a. As the IACH Commander, I am fully committed to preventing and eliminating workplace harassment based upon race, religion, color, sex, national origin, age, disability, genetic information, reprisal or other impermissible basis. It is our duty to provide and maintain an environment of trust and respect for human dignity. Any discriminatory workplace harassment, including sexual harassment, will not be tolerated.

b. Harassment includes, but is not limited to, any discriminatory conduct such as slurs, jokes, or other verbal, nonverbal or physical conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, offensive, or hostile environment. Even if a single utterance, joke or act does not rise to the level of actionable harassment under the law, such conduct is contrary to Army values.

c. All allegations of harassment will be taken seriously and investigated promptly. Employees are responsible for addressing concerns of harassment without delay through their supervisory chain of command and/or the EEO Office.

MCMC-ZAH-CP

SUBJECT: Commander's Policy – Equal Employment Opportunity (EEO) Policy on Anti-Harassment

d. I expect everyone to respect the rights of all employees to pursue their complaints without fear of reprisal. Managers, supervisors and leaders will cooperate and consult with EEO officials as issues and complaints arise.

4. This publication is available in electronic media on IACH Intranet, Publications, IACH Commander's Policy Memorandums The proponent for this policy is the EEO office, located at 510 Huebner Road, 1st Floor, Fort Riley, Kansas, 66442, and can be reached at (785) 239-2741/6689, DSN 856-2741/6689.



EDGAR G. ARROYO  
COL, MS  
Commanding



DEPARTMENT OF THE ARMY  
IRWIN ARMY COMMUNITY HOSPITAL  
650 HUEBNER ROAD  
FORT RILEY KANSAS 66442-7037

Number 29

MCM-I-ZAH-CP

MEMORANDUM FOR All Civilian Personnel, Fort Riley Medical Department Activity

SUBJECT: Commander's Policy - Equal Employment Opportunity (EEO) Policy on Reasonable Accommodation

1. Reference. Army Regulation (AR) 690-12, Equal Employment Opportunity and Diversity, 22 December 2016.
2. Applicability. This policy applies to all personnel assigned to or under the operational or administrative control of, applicants for employment with, and former employees of Irwin Army Community Hospital (IACH), Fort Riley, Kansas.
3. Policy.
  - a. As the IACH Commander, I am fully committed to ensuring that processes are in place and followed to promote the employment and retention of individuals with disabilities (IWDs), especially those individuals with targeted disabilities and disabled veterans.
  - b. I fully support the reasonable accommodation requirements of the Rehabilitation Act of 1973, as amended. Reasonable accommodations will be afforded to qualified employees or applicants with disabilities, when appropriate, as soon as reasonably possible, unless to do so would cause an undue hardship.
  - c. Managers and supervisors are expected to process requests for reasonable accommodation and, when appropriate, provide the accommodation in a timely manner.
4. Procedures for requesting and processing a reasonable accommodation can be found on the Fort Riley EEO webpage.
5. This publication is available in electronic media on IACH Intranet, Publications, IACH Commander's Policy Memorandums. The proponent for this policy is the EEO office, located at 510 Huebner Road, 1st Floor, Fort Riley, Kansas, 66442, and they can be reached at (785) 239-2741/6689, DSN 856-2741/6689.

A handwritten signature in black ink, reading "Edgar G. Arroyo", is positioned above the printed name and title.

EDGAR G. ARROYO  
COL, MS  
Commanding