



**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, US ARMY GARRISON, FORT STEWART/HUNTER ARMY AIRFIELD**  
**1791 GULICK AVENUE**  
**FORT STEWART, GEORGIA 31314**

AMIM-SHG-EE (690)

MEMORANDUM FOR All Fort Stewart and Hunter Army Airfield (FS/HAAF) Personnel

SUBJECT: U.S. Army Garrison Fort Stewart and Hunter Army Airfield Policy Memorandum #2, Command Policy on Equal Employment Opportunity (EEO)

1. REFERENCES.

- a. AR 690-12, Equal Employment Opportunity and Diversity, 12 December 2019.
- b. Army Regulation 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004.
- c. Army Directive 2016-25, Civilian Employee Redress for Sexual Orientation and Gender Identity Discrimination, 30 June 2016.
- d. EEOC EEO MD-715, Equal Employment Opportunity, Management Directive 715, 1 October 2003.
- e. DOD Directive 5145.5, Alternative Dispute Resolution, 22 April 1996.

2. PURPOSE. To update the Commander's Policy on EEO

3. APPLICABILITY. This policy applies to all personnel assigned to or under the operational control of the U.S. Army Garrison, Fort Stewart/Hunter Army Airfield (FS/HAAF), in addition to applicants for employment and former employees of the U.S. Army Garrison, FS/HAAF.

4. POLICY. I fully support the concept, policies, and objectives of the (EEO) Program. EEO is a right mandated by law and an essential element of good leadership. A workplace free from discrimination is vital to developing and maintaining a mission ready workforce. Discrimination based on age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion, and reprisal will not be tolerated.

5. RESPONSIBILITIES. Leaders, both military and civilian, managers and supervisors are responsible for ensuring that all employees are treated with dignity and respect. I will hold managers, supervisors, and employees responsible and accountable for complying with the laws and regulations that govern EEO. I will not tolerate any form of discrimination. Leaders will:

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Ensuring all personnel actions; to include awards, promotions, and appraisals, are based on merit principles, abilities, and performance.

a. Provide all employees, applicants, and former employees the ability to exercise their right to engage in the EEO complaint process if they believe an act of discrimination took place.

b. Ensure employees are not subjected to retaliation for participating in any EEO activity.

6. It is import for manager and supervisors to address sensitive issues and systematic problems as they arise. I expect all leaders to be actively engaged in resolving all issues at the lowest level in a manner that is fair and equitable. I am personally committed to making FS/HAAF a model employer of choice with a diverse, talented, and effective workforce.

7. PROPONENT. The Equal Employment Opportunity Office is the proponent for this policy. Point of contact is the Equal Employment Manager, commercial (912) 767-4072 or DSN 870-4072.

MANUEL F. RAMIREZ  
COL, MI  
Commanding