



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09005-9623

IMWB-ZA

SEP 17 2018

MEMORANDUM FOR United States Army Garrison (USAG) Wiesbaden Community

SUBJECT: USAG Wiesbaden Command Policy Letter 2018-004, Equal Employment Opportunity (EEO) and Complaint Procedures

1. References:

a. Army Regulation (AR) 690-600, Equal Employment Opportunity Discrimination Complaints, 22 December 2016.

b. U.S. Equal Employment Opportunity Commission Management Directive 110, Federal Sector Complaint Processing, 5 August 2015.

c. Code of Federal Regulations (CFR), Title 29, part 1614, Federal Sector Equal Employment Opportunity, 1 November 2012

2. Purpose: To define and establish the USAG Wiesbaden commander's Equal Employment Opportunity (EEO) policy.

3. Applicability: This policy applies to all applicants for employment, United States (US) employed civilians, military and local national supervisors of US Civilians in the Wiesbaden community.

4. Policy: I affirm the principals of EEO and commit to implementing a model EEO program by creating an environment free of discrimination and harassment. EEO is a right mandated by law and an essential element of good leadership.

a. Army readiness begins with people. How we treat our employees directly affects their performance. Successful mission accomplishment can only be achieved in an environment of mutual respect and fair treatment. Federal laws and regulations prohibit discrimination based on race, color, religion, sex/gender, national origin, age, physical or mental disability, genetic information and/or reprisal from participation in protected EEO activity.

b. I expect commanders, managers, and supervisors to apply EEO principles to all personnel management policies, procedures, and actions that affect employment, to include recruiting, hiring, promotions, training, awards, assignments, discipline, terminations, performance appraisals, and overseas tour extensions.

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c. Leaders at all levels will adhere to the principles of EEO in order to accomplish our missions. I direct managers, supervisors, and employees to participate in annual EEO training and encourage their participation in EEO activities (serving as an EEO Counselor, Mediator or Special Emphasis Program committee member). All supervisors must lead by example, show respect to others, create a positive work environment, assure EEO principles are discussed during counseling and included in supervisor performance evaluations.

d. Civilian employees, former employees, and applicants for employment who believe they have been discriminated against must initiate a pre-complaint within 45 calendar days of the matter alleged to be discriminatory or the personnel action alleged to be a discriminatory action. Untimely filing may result in the complaint being dismissed.

e. This policy will be posted on all official bulletin boards and the U.S. Army Garrison Wiesbaden website.

5. Point of contact for this memorandum is the EEO Office, in Building 1025, DSN 548-2201/2202 / CIV 0611-143-548-2201/2202, or by email: usarmy.wiesbaden.imcom-europe.mbx.equal-employment-opportunity@mail.mil.


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