DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON
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AMIM-LDG-EE (690-12a)

JUL 08 2026

MEMORANDUM FOR All U.S. Army Garrison, Fort Leonard Wood Personnel

SUBJECT: Garrison Policy 3 - Equal Employment Opportunity

1. PURPOSE: To establish Equal Employment Opportunity (EEO) guidance and standards for personnel assigned and attached to U.S. Army Garrison (USAG) Fort Leonard Wood.

2. REFERENCES:

a. Title VII of the Civil Rights Act of 1964, as amended, 24 March 1972.

b. Title 29 of the Code of Federal Regulations (29 CFR) Part 1614, Federal Sector Equal Employment Opportunity, 10 April 1992, last amended 10 Oct 2024.

c. Army Regulation (AR) 600-7, (Unlawful Discrimination on the Basis of Disability in Programs and Activities), 6 February 2025.

d. Army Regulation (AR) 690-600, (Discrimination Complaints), 6 February 2025.

e. Army Regulation (AR) 690-12, (Equal Employment Opportunity Program), 6 February 2025.

f. Army Directive 2015-40, (Implementing Procedures for Anti-Harassment Policy), 30 October 2015.

3. APPLICABILITY: This policy applies to all civilian personnel assigned to or under the operational control of, applicant for employment with, and former employees of U.S. Army Garrison, Fort Leonard Wood.

4. POLICY: I am responsible and personally committed to ensuring EEO practices and principles are adhered to, IAW Department of the Army guidance and objectives. My objective is to maintain Fort Leonard Wood as a model employer of choice.

5. RESPONSIBILITIES: All employees should be able to perform their jobs in an environment free from any unlawful discrimination. A workplace free from discrimination

and harassment is vital to developing and maintaining a positive mission ready workforce.

a. Commanders and Supervisors will continue to promote a work environment that is free from discrimination. Personnel policies and practices will be free from unlawful discrimination based on Race, Color, National Origin, Religion, Sex (including Pregnancy), Disability (Mental/Physical), Age (40+), Genetic Information, or Retaliation/Reprisal for prior EEO activity.

b. I expect leaders at all levels to exhibit a commitment to EEO through their efforts to resolve conflicts and address concerns in the workplace as soon as they arise. When any employee or job applicant believes they have been subjected to harassment or discriminated against, the agency's ability to accomplish its mission suffers, opportunities for achievement are lost, and the ability for our employees to reach their full potential is jeopardized.

c. Leaders, managers, supervisors, and employees must share a positive commitment to sound management practices and EEO principles. We must eliminate all barriers to equal employment opportunities for employees and applicants for employment. Leaders must ensure employees receive the opportunity to obtain and maintain core competencies and to develop to their full potential. Leaders and all employees must understand and identify unlawful conduct and be proactive in their obligation to prevent prohibited discrimination. Each manager and supervisor will be held accountable for the EEO program's success and compliance with this policy.

d. Recruitment and selection processes will support the full consideration of talented individuals. All personnel actions must be based upon merit factors, without bias, prejudice, or discrimination.

e. All Army employees (supervisors and non-supervisors) are responsible for attending the annual mandatory "Army EEO Anti-Harassment and Notification and Federal Employee Anti-Discrimination and Retaliation (No FEAR) Act Training" course annually to gain an understanding of the anti-harassment policy and procedures and their role in the complaint process.

f. Civilian applicants, employees, or former employees who perceive they are victims of Harassment, including Sexual Harassment, or Discrimination on the basis of: Race, Color, National Origin, Religion, Sex (including Pregnancy), Disability (Mental/Physical), Age (40+), Genetic Information, or Retaliation/Reprisal for prior EEO activity must contact an EEO Official within 45 calendar days of the incident or when the

employee discovered knowledge of the discriminatory/harassing/retaliation conduct. Complaints will receive immediate attention and will be processed IAW AR 690-600. Employees are encouraged to participate in mediation using the Army's preferred method, Alternate Dispute Resolution (ADR), to resolve disputes at the lowest possible organizational level.

g. Discrimination and harassment includes but is not limited to any act or failure to act appropriately based in whole or in part on a person's race, color, religion, sex (male, female, pregnancy), national origin, age, genetic information, physical or mental disability, and/or retaliation/reprisal, that adversely affects privileges, benefits, working conditions, results in disparate treatment, or in some cases has a disparate impact on employees, former employees, or applicants for employment. These unwelcome acts impact individual's work performance leading to creating an intimidating, offensive, and hostile work environment.

h. The EEO Staff and Complaint Procedures Poster must be posted on official bulletin boards for current employees, applicants, and certain contract employees to easily access. The poster is available at installation Equal Employment Opportunity office.

6. This policy supersedes any previous policies and is in effect until superseded or rescinded.

7. The point of contact for this command policy is the Equal Employment Opportunity Office at 573-596-0602 or usarmy.leonardwood.id-training.mbx.usag-flw-eeo@army.mil can be used to contact by email.

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Commanding