DEPARTMENT OF THE ARMY
HEADQUARTERS, EIGHTH ARMY
UNIT #15236
APO AP 96205-5236

REPLY TO
ATTENTION OF:

EACG

OCT 15 2013

MEMORANDUM FOR All Eighth Army Assigned Soldiers and Civilians

SUBJECT: Eighth Army Command Policy Letter #5, Equal Employment Opportunity (EEO) and and the EEO Discrimination Complaint Process

1. Reference. Army Regulation (AR) 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004, http://www.army.mil/usapa/cpubs/pdf/r690-600.pdf.

2. Purpose. To establish policy and procedures for the discrimination complaint process.

3. Background.

a. Leaders will take steps to identify and remove barriers for equal participation in the workforce. Barriers include policies, principles, and practices that limit or tend to limit employment opportunities for people of a particular race, color, religion, sex, national origin, age, physical/mental disability, marital status, political affiliation, parental status and genetic predisposition.

b. Eighth Army is committed to equal opportunity and diverse principles in all aspects of employment. All Civilian employees, former employees, and applicants for employment are covered by AR 690-600. Employees are entitled to initiate a complaint of alleged discrimination when they believe they are discriminated against because of race, color, religion, sex, national origin, age, physical/mental disability, marital status, political affiliation, parental status and genetic predisposition in an employment matter. In addition, reprisal against those who exercise their rights under applicable EEO laws or oppose unlawful discriminatory practice is prohibited and is not tolerated.

c. Equal Opportunity protection includes all Human Resources/employment programs, management practices and decisions, to include recruitment and hiring, merit promotion, reassignment, training and career development. Employees can initiate the EEO complaint process by contacting an EEO officer, specialist, assistant or counselor or even if that person is none of the foregoing. Contact is made for the purpose of proceeding with a matter of concern, within the following timeline:

(1) Within 45 calendar days of the alleged discriminatory act or practice.

(2) In the case of a personnel action, within 45 calendar days of the effective date of the action.

(3) Within 45 calendar days from when the aggrieved became aware of the alleged discriminatory action or practice. The 45-day time limit can be extended under certain circumstances provided in AR 690-600, paragraph 3-4 (b).

4. Discussion.

a. Leaders will apply the principles and methods of equal opportunity in daily organizational activities. Managers and supervisors are aware that our leadership roles place us in a position where our behavior is particularly critical to the work environment. All employees are responsible for conducting their part in maintaining discrimination free, respectful, and productive work environment. To this end, workforce participation in EEO training is an annual requirement.

b. When complaints arise, efforts to resolve them fairly and promptly at the lowest possible level begins immediately. When brought to their attention, supervisors are encouraged to explore all reasonable methods for resolving employee complaints. Managers and supervisors will cooperate and consult with EEO officials as issues arise. Additionally, managers will participate in the alternative dispute resolution process, if it is determined as an appropriate avenue to resolve the matter at issue.

c. Every individual will respect the right of an employee to pursue his or her complaint without fear of reprisal.

d. I am committed to providing a work environment free from discrimination. Our mission depends upon it. The Department of the Army core values demand it. Federal law and policy require it. Eighth Army employees and applicants for employment deserve nothing less.

5. I expect leaders at every level to share my commitment in fostering a work environment free of discrimination in any form.

6. Proponent. The proponent for this policy is Eighth Army Equal Employment Opportunity Office. Contact the proponent at commercial 011-822-7914-6430 or DSN (315) 724-6430.

BERNARD S. CHAMPOUX
Lieutenant General, USA
Commanding