DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BLISS
1741 MARSHALL ROAD
FORT BLISS, TEXAS 79916-3803

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FEB 1 2 2015

POLICY MEMORANDUM # 21

SUBJECT: Commander's Policy on Equal Employment Opportunity (EEO), Individuals with a Disability, and Reasonable Accommodation

1. References:

a. AR 690-12, Equal Employment Opportunity and Affirmative Action, 4 March 1988.

b. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004.

c. Department of Army Memorandum on Procedures for Providing Reasonable Accommodation for Individuals with Disabilities dated 19 March 2009.

2. Purpose: To establish the Commander's policy on EEO, Individuals with a Disability, and Reasonable Accommodations.

3. Applicability: Applies to all applicants for employment, employed civilians, formerly employed civilians, and certain contractor personnel serviced by the Fort Bliss Equal Employment Opportunity Office.

4. Policy: This Command is committed to the principles of EEO by ensuring that all employees and applicants for employment receive fair and equitable treatment without regard to race, color, religion, age, sex, national origin, disability or genetic information as well protection from reprisal for participating in EEO activities. I will not tolerate any form of discrimination in any terms and conditions of employment. Leaders at all levels have the responsibility and are accountable for fostering and maintaining a discrimination-free work environment by making certain that their human capital decisions, practices, and polices are fair, appropriate, and equitable. Managers and supervisors are responsible for the employment and advancement of individuals with disabilities, especially individuals with targeted disabilities, and Disabled Veterans. This includes recruitment, hiring, training, career development, mentoring, support, and providing reasonable accommodations when necessary.

5. Procedures:

a. Individuals who perceive they are victims of discrimination, including sexual harassment, should report these incidents to their chain of command or the EEO Office. Complaints of discrimination will receive immediate attention and response from those involved, ensuring the

rights of both the victim and the accused are protected. All employees are free to raise EEO issues and concerns, participate in the EEO complaint process, or seek EEO guidance without fear of intimidation, reprisal, or retaliation.

b. Supervisors and managers (military and civilian) must demonstrate the same dedication and involvement in achieving the command's EEO goals as they display in accomplishing other missions and objectives. Adherence to the principles of EEO exemplifies prudent leadership and is the right thing to do. I expect performance evaluations of military and civilian leaders to reflect their level of success in compliance with this policy.

c. As a model employer, our goal is to have a workforce that reflects our Nation's diversity. To accomplish our goal, the affirmative employment program is designed to identify and remove any remaining barriers to achieving and maintaining a highly qualified, diverse, and representative workforce. Leaders, managers, and supervisors are responsible for the successful attainment of this goal. We must work together to identify and eliminate barriers from the work environment so that qualified applicants and employees are free to compete for job opportunities and take part in career development to the fullest extent possible.

d. Another part of our commitment to a diverse workforce is to provide reasonable accommodation for individuals with disabilities to perform the essential functions of their position. Supervisors will work jointly with employees on effective strategies in compliance with the Department of Army's Procedures on Reasonable Accommodation. Complete instructions for accommodating individuals with disabilities can be found on the Fort Bliss website (www.bliss.army.mil) and the USAG Fort Bliss SharePoint under the EEO Office Reasonable Accommodation section.

e. I strongly encourage leaders to consult with the Command's EEO Officer for advice and guidance when making critical employment decisions as these decisions may have EEO implications. When sensitive EEO issues or systemic problems arise, I expect prompt resolution at the lowest possible level.

6. Proponent: The Garrison EEO Office is the proponent for this policy. POC is Installation EEO Officer, commercial (915) 568-3510 and DSN 978-3510.

MIKE HESTER
COL, AR
Commanding