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

REPLY TO
ATTENTION OF:

IMBL-EE

10 December 2012

POLICY MEMORANDUM # 16

SUBJECT: Equal Employment Opportunity Policy for Civilian Employees

1. References:

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

b. Code of Federal Regulations (C.F.R) 29, Part 1614, 9 November 1999.

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

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

e. AR 600-20, Army Command Policy, Rapid Action Revision (RAR), Issue Date: 27 April 2010, Effective 18 April 2008.

f. Policy Letter, DA, 31 July 2008, subject: Equal Employment Opportunity Policy for Civilian Employees.

g. DoD Directive 1020.02, "Diversity Management and Equal Opportunity (EO) in the Department of Defense," February 5, 2009.

2. As the Fort Bliss Garrison Commander, I am personally committed to fostering an environment of Equal Employment Opportunity (EEO) for civilian employees and applicants for employment. We must provide a diverse civilian workforce that reflects our American society for all people, and prohibit discrimination in employment based on race, color, sex, sexual orientation, religion, national origin, age, disability, reprisal, marital status, political affiliation, parental status, or genetic predisposition. Everyone will be treated fairly with dignity and respect. No one will be subjected to unlawful discrimination, unfair treatment, or harassment of any nature.

3. An atmosphere of trust and equality of opportunity are key ingredients to the teamwork necessary to successfully accomplish the goals and mission of the EEO program. Management must ensure that selections and employment practices are appropriate, fair, and based upon merit. Every Fort Bliss employee must perform some action to prevent and eliminate all factors that inhibit productivity, achievement potential, and cohesiveness.

4. It is the responsibility of every manager, supervisor, and employee to promote equality and to eliminate preferential treatment, which serves as an impediment to command readiness. Managers must select individuals for training and career development programs, merit promotion actions, awards, and other types of recognition and personnel actions in accordance with sound personnel management practices and Federal guidelines.

5. Managers, supervisors, and employees must understand and identify unlawful conduct and fulfill their obligation to prevent prohibited discrimination and take immediate corrective action, including discipline, when appropriate. Individuals who perceive they are being subjected to unlawful discrimination should report the matter to the appropriate authority or the EEO office within 45 calendar days of the date when the event occurred.

6. The commitment of every civilian employee and the EEO mission is to ensure that this Command maintains the highest level of professional behavior and courtesy that marks Fort Bliss' commitment to excellence. Managers, supervisors, and employees must remain proactive in preventing and eliminating discrimination. Each individual in this Command must actively support the policies and principles of EEO to ensure a workplace free of unlawful discrimination.

7. A copy of this policy will be posted on all official bulletin boards, official websites and made available upon request. Corrective action will be taken in the case of any violation of this policy. The proponent of this policy is the EEO Office, (915) 568-3510.

BRANT V. DAYLEY
COL, AD
Commanding