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 # 4

SUBJECT: Equal Employment Opportunity Objectives for Supervisors

1. References:

a. Memorandum, IMWE-BLS-EEO, subject: Commanding General's Policy Support Statement on the Civilian Equal Employment Opportunity (EEO) Program and Prevention of Sexual Harassment, 28 July 2009. Title VII of the Civil Rights Act of 1964, as amended.

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

c. Equal Employment Opportunity Commission Management Directive (EEOC MD) 110, 18 July 2005.

2. Equal Employment Opportunity/Affirmative Employment (EEO/AE) remains a critical requirement for all supervisors and non-supervisory management officials whose program areas or assigned duties may influence the achievement of program goals and objectives. All actions affecting Fort Bliss employees or potential employees are an integral part of management's EEO responsibilities. I hold managers and supervisors accountable in support of the implementation of EEO/AE policies. I have enclosed a list of objectives or the types of activities supervisors/managers can pursue to respond to the challenges of EEO/AE.

3. I delegate authority to the EEO office to review and evaluate managerial and supervisory performance in a manner that ensures continuing affirmative application and vigorous enforcement of the policy of equal opportunity. The EEO office will continue to monitor and review the EEO/AE element reflected on the Senior System Civilian Report (DA Form 7222) and Base System Civilian Evaluation Report (DA Form 7223) for all supervisory positions. Supervisors will list their accomplishments in achieving EEO/AE objectives on the yearly evaluation reports. The reports will be forwarded to the EEO office for review prior to submission to Command Staff and Civilian Personnel Advisory Center (CPAC).

4. My point of contact for this action is the Fort Bliss, EEO office, at (915) 568-3510 and DSN 978-3510.

Encl
as

BRANT V. DAYLEY
COL, AD
Commanding

DISTRIBUTION:
A (less reserve components)

EQUAL EMPLOYMENT OPPORTUNITY (EEO) OBJECTIVES FOR SUPERVISORS

1. Expand areas of consideration for recruitment sources that allow more qualified minority, women and people with disabilities to apply. Use local communities, colleges, minority organizations, and other Federal agencies as recruitment sources.

2. Examine qualification requirements and procedures for hiring to determine whether barriers to EEO exist. Encourage employees to register in respective career programs. Review higher grade positions to determine if restructuring at a lower grade is feasible.

3. Provide opportunities and services to the community such as cooperative education programs and shared use of training facilities. Mentor and advise high potential individuals, including women and minorities, who have historically been excluded from traditional networks.

4. Support commemorative functions. Attend and send subordinates to programs sponsored by the EO Office, Special Emphasis Program Committees and local communities. Allow employees to serve on EEO committees and councils that foster increased understanding of cultural differences and equal opportunity. Provide recognition to employees, supervisors, managers and units demonstrating superior accomplishment in EEO.

5. Provide equal opportunity in awards, overtime and desirable work shifts, travel, training, etc. Ensure all employees receive equal opportunity for career advancement and training to include EEO and Prevention of Sexual Harassment (POSH) training.

6. Take quick action to fix problems. Correct situations that create an unhealthy environment or adversely impact morale. Take immediate corrective action if you hear of, or otherwise suspect any discriminatory treatment, to include sexual harassment. Take appropriate disciplinary action against employees who engage in discriminatory practices.

7. Make reasonable accommodation to the religious needs of employees and the known physical or mental limitations of qualified employees or applicants unless the accommodation would impose an undue hardship on the operation of your mission.