



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEAVENWORTH  
290 GRANT AVENUE UNIT 1  
Fort Leavenworth, Kansas 66027-1292

IMLV-ZA

22 July 2015

MEMORANDUM FOR GARRISON DIRECTORS and ACTIVITY CHIEFS

SUBJECT: Garrison Command Policy Letter #3, Collateral Duty Counselors

1. REFERENCES.

- a. 29 CFR Part 1614, Federal Sector Equal Employment Opportunity.
- b. AR 690-600, Equal Employment Opportunity and Discrimination Complaints, 9 Feb 04.

2. PURPOSE. To establish procedures and responsibilities for collateral duty counselors.

3. GENERAL. The goals of collateral duty counselors is to provide an avenue which can be used as a possible means to resolve complaints of discrimination informally, expeditiously, fairly, and at the lowest possible level. The selection of persons to serve as EEO counselors, who are expected to carry out this responsibility, is critical to successful applications of the counseling program.

4. POLICY/PROCEDURES.

- a. EEO counselors will be Civilian employees or Military personnel designated by management or upon voluntary participation approved by management. Twenty percent duty time is authorized for collateral duty assignments.
- b. All commanders, managers, and supervisors have an affirmative responsibility to support equal employment opportunity. Managers and supervisors are rated on this element as a critical performance objective. Integrating direct support and involvement into EEO is paramount to strengthening the program and providing expected leadership and emphasis to overall command expectations.
- c. The EEO Manager has oversight and supervision of the collateral duty counselors. The EEO office is available for technical guidance and assistance in executing counseling assignments.
- d. Leaders will ensure persons selected for counseling duties have objectivity and ability to communicate effectively with persons of diverse backgrounds. Employees must possess the desire to serve in this collateral duty capacity.

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e. As a result of personnel management directives and mandates that continue to impact our work force, issues and concerns continue to surface and must be addressed. I anticipate your support of the EEO program by nominating quality individuals to serve as collateral duty counselors.

5. PROPONENCY. The proponent for this policy is the Equal Employment Opportunity (EEO) Office, 684-3697.

//Original Signed//  
THOMAS A. SHOFFNER  
COL, AR  
Garrison Commander