



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 ACTIVITY DIRECTORS and CHIEFS

SUBJECT: Garrison Command Policy Letter #5, Equal Employment Opportunity

1. REFERENCES.

- a. 29 CFR Part 1614, Federal Sector Equal Employment Opportunity
- b. AR 690-12, Equal Employment Opportunity and Affirmative Action, 4 Mar 88.
- c. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 Feb 04.
- d. Department of Defense Directive 1440.1, the DoD Civilian Employment Equal Employment Opportunity (EEO) Program 21 May 87.

2. PURPOSE. To establish an Equal Employment Opportunity (EEO) policy at Fort Leavenworth and support the Special Emphasis Program Committee (SEPC).

3. GENERAL.

a. The Fort Leavenworth U. S. Army Garrison (USAG) is fully committed to equal opportunity in employment through implementation of strong Equal Employment Opportunity (EEO) and Affirmative Employment programs without regard to race, color, national origin, religion, sex, age, or mental or physical disability, genetic information, and reprisal. This policy mandates equal opportunity for all persons and prohibits discrimination in any aspect of USAG personnel policies, practices, and operations and in all working conditions and relationships with employees and applicants for employment.

b. Equal opportunity is the right of every employee and is an important part of our organizational priorities. Every manager and supervisor must demonstrate dynamic leadership in fostering a discrimination-free workplace.

c. I believe a high level of effort and commitment is needed to ensure achievement of equal opportunity and affirmative employment objectives. Together we will accomplish the goal to achieve a work force that represents the diversity and talent of our nation. I count on each of you to do your part.

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4. POLICY/PROCEDURES.

a. The EEO program encompasses all Civilian employment practices. Supervisors are responsible for the program, and will ensure fair treatment in all personnel practices. Through positive leadership, commanders and directors set the climate for a successful EEO program. I expect leaders to eliminate all unlawful discrimination in the workplace. The EEO Office and the chain of command stand ready to assist in the effort.

b. The law protects individuals against incidents of discrimination. I encourage you to report any occurrences to your chain of command for appropriate actions. You may file complaints with the EEO Office IAW 29 CFR Part 1614 and AR 690-600. You may direct questions to the EEO Manager at 684-3697.

5. PROPONENCY. The proponent for this command policy is the EEO Office, at 684-3697.

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