



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
US ARMY GARRISON ABERDEEN PROVING GROUND
4510 BOOTHBY HILL AVENUE
ABERDEEN PROVING GROUND MARYLAND 21005-5001

REPLY TO
ATTENTION OF

IMAP-EE

MAY 06 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy on Equal Employment Opportunity (EEO), DA Civilians

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. Equal Employment Opportunity Management Directive 715 (MD-715), 1 October 2003.

2. Purpose: To establish the Garrison Commander's Policy on Equal Employment Opportunity.

3. Applicability: The enclosed guidance is applicable to all Army Civilian employees assigned to or receiving operational support from the United States Army Garrison Aberdeen Proving Ground, US Army Installation Management Command, to include applicants for employment.

4. Policy:

a. I fully support the concepts, policies, and objectives of the Equal Employment Opportunity (EEO) Program and its continued development towards a Model EEO Program. I expect leaders, Military and Civilian, supervisors and managers to ensure employees are treated with dignity, respect, and have every opportunity to contribute to the mission. I will not tolerate any form of discrimination in any terms and conditions of employment. I hold supervisors, managers, and employees responsible and accountable for complying with laws and regulations that govern the policy of EEO.

b. Individuals who perceive they are the victims of discrimination including sexual harassment should report these incidents to their chain of command or the installation EEO office. Any employee, former employee, applicant for employment or certain contractors, who believes he or she has been discriminated against in an employment matter based on race, color, national origin, age (40 or older), sex, religion, disability (physical or mental), genetics, and

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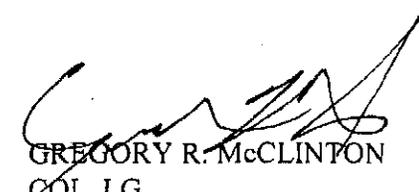
reprisal (prior EEO activity) has a right to pursue a complaint of discrimination. Individuals who want to file a complaint of discrimination must contact the installation EEO office within 45 calendar days of occurrence. The installation EEO office is responsible for the administrative processing of complaints of discrimination. Supervisors and managers must not tolerate any unlawful discrimination or reprisal against those who exercise their rights under EEO laws.

c. I expect leaders, supervisors, and managers, to identify and remove barriers in the workplace that might limit employment opportunities. I also expect leaders, supervisors, and managers to share my commitment to ensure Aberdeen Proving Ground is a model employer of choice with a diverse, talented, and effective workforce.

5. This policy memorandum will be issued to new employees during the New Employee Orientation training, newly appointed supervisors, and **permanently posted on all official bulletin boards.**

6. Proponent: The Equal Employment Opportunity Office is the proponent for this policy. Point of contact is Chief, Equal Employment Opportunity, commercial (410) 278-1140 or DSN 298-1140.

7. Expiration: This policy memorandum supersedes previous policy issued by the Garrison Commander and will remain in effect until superseded or rescinded.



GREGORY R. McCLINTON
COL, LG
Commanding

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