



REPLY TO THE
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
UNITED STATES ARMY GARRISON-MIAMI
9301 NW 33rd STREET
DORAL, FL 33172-1202

IMAG-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SEP 08 2015

SUBJECT: Policy Memorandum # 2 - Equal Employment Opportunity (EEO) and Affirmative Action

1. REFERENCE.

a. Army Regulation 690-600, Equal Employment Opportunity Discrimination Complaints, dated 9 February 2004.

b. Army Regulation 690-12, Equal Employment Opportunity and Affirmative Action, dated 4 March 1988.

c. U.S. Army Installation Management Command Policy # 2 – Equal Employment Opportunity, dated 30 May 2012.

2. PURPOSE. To establish the Garrison Manager's Policy on Equal Employment Opportunity and Affirmative Action.

3. APPLICABILITY. This policy applies to all civilians personnel assigned to and/or under the operational control of the U.S. Army Garrison-Miami to include non-appropriated fund (NAF) employees.

4. POLICY

a. The United States Army Government and Department of the Army guidance and principles objective of this command is to provide equality of opportunity in employment matters without regard to race, color, religion, sex, (including sexual harassment), national origin, age, genetics, physical or mental disability, or reprisal for prior EEO activity. I fully endorse this policy and am personally committed to provide a workplace environment where employees are free from discrimination and are judged solely on the basis of merit and ability.

b. Equal Employment Opportunity success occurs when actively supported through the personal involvement of individual at all levels, and has a direct, positive effect on mission performance, professional growth, morale, and recruitment of qualified applicants. Equality, fairness, and diversity are key ingredients in adhering to this policy. Responsibility and accountability for EEO are integral to effective leadership. I am placing paramount emphasis on the importance of attracting, recruiting, developing, and retaining qualified personnel that represent America's talent and our nation. Each Manager and Supervisor will be held accountable for the EEO Program's success. I expect performance evaluations to reflect the level of success in compliance with this policy.

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c. Managers and supervisor are responsible and accountable for providing equal employment opportunity to all persons without regards to race, color, religion, sex, (including sexual orientation), national origin, age, genetics, physical or mental disability, or reprisal for prior EEO activity. Managers and Supervisor must demonstrate the same dedication and involvement in achieving the command's EEO goals as they have displayed in accomplishing other mission and objectives. Reprisal of any kind against employees, or customers who have filed an EEO complaint, supported others who have done so, or opposed unlawful employment practices, will not be tolerated. Therefore, I expect each of you to ensure that decisions affecting promotion, training, awards, and duty assignments, are based on the merit, ability and performance of the individual. Adherence to the principles of EEO exemplifies prudent leadership and is the right thing to do.

d. Civilian employees and applicants who believe that they have been discriminated against are encouraged to contact the EEO office to address perceived incidents of discrimination. I also encourage them to cooperate with any assigned investigating officer when resolving EEO matters. Reprisal against those who exercise their rights under EEO will not be tolerated. Any act of reprisal will be dealt with swiftly and severely. This also applies to my zero tolerance of sexual harassment/sexual assault policy.

e. Individuals who perceive they are victims of discrimination, including sexual harassment, must report these incidents to an EEO official within 45 calendar days of the alleged discrimination act or, if a personnel action is involved, within 45 calendar days of its effective date. Complaints of discrimination will receive immediate attention and will be process IAW AR690-600. Additionally, any individual who believes that he/she has been subjected to unlawful discrimination based on non merit factors (such as sexual orientation, marital status, parental status or political affiliation) may file a complaint with the Office of Special Counsel and/or use appropriate grievance procedures.

f. Equal Employment Opportunity is everyone's business. Every employee should have an opportunity to raise to his/her highest level of potential. We want to create and nature an environment where all employees regardless of their race, color, religion, sex,(including sexual orientation), national origin, age, genetics, physical or mental disability, or reprisal for prior EEO activity can contribute to the accomplishment of the Army mission. A workplace free from discrimination is vital to developing and maintaining a mission-ready workforce. I expect nothing less than full command support of this policy. Members of this command will be held accountable if they violate this policy.

5. PROPONENT. The United States Army Garrison-Miami Equal Employment Opportunity Office is the proponent for this policy. Point of contact is the EEO Manager at commercial (305) 437-1826.

6. EXPIRATION. This policy memorandum supersedes previous policy issued by the Garrison Manager and will remain in effect until superseded or rescinded.



DONALD A. BIRD
Garrison Manager

CF:
USAG-Miami Personnel