



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT POLK
6661 WARRIOR TRAIL, BLDG 350
FORT POLK, LOUISIANA 71459-5339

IMSE-POL-EEO

JUL 6 2011

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Garrison Policy Memorandum #2 – Equal Employment Opportunity (EEO)

1. References.

- a. 10 U.S.C.
 - b. Army Regulation 690-12, Equal Employment Opportunity and Affirmative Action, March 1998.
 - c. Headquarters, US Army Installation Command (HQ IMCOM), Guidance Memorandum#1, Equal Employment Opportunity (EEO), 27 June 2006.
 - d. Headquarters, US Army Installation Command (HQ IMCOM), Guidance Memorandum #2, Prevention of Sexual Harassment (POSH), 27 June 2006.
 - e. Headquarters, JRTC and Fort Polk Command Policy Memorandum, #G1-01, Statement Equal Opportunity (EO), 16 October 2008.
 - f. Headquarters, JRTC and Fort Polk Command Policy Memorandum #G1-02, Prevention of Sexual Harassment (POSH), 27 October 2008.
 - g. Headquarters, JRTC and Fort Polk Command Policy Memorandum #G1-03, Equal Opportunity (EO) Sexual Harassment Complaint Procedures, 16 October 2008.
 - h. Equal Employment Opportunity Commission Management Directives (EEOC MD715), 1 October 2003.
2. Purpose. To prescribe policy and procedures to ensure that EO and EEO programs are administered properly and uniformly across the Garrison.
3. Applicability. This policy applies to all military and civilian personnel within the Fort Polk Garrison. This policy applies to military personnel in their working, living and recreational environments to include on and off-post housing. This policy applies to civilians anytime they are in a work status including.

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4. Intent.

a. We are committed to the EO/EEO Program and expect the personal commitment of every Soldier, Civilian, and Family member at Fort Polk.

b. We will not practice, condone, or tolerate discriminatory behaviors or practices based on race, color, religion, age, national origin, or disability. Commanders and Directors will ensure fair treatment for all based solely on merit and capability in all decisions and actions affecting employees, former employees, applicants for employment and certain contract workers.

5. Procedure.

a. Commanders and Directors are personally responsible and accountable for the equal opportunity climate within their organizations. EO and EEO programs should be developed and implemented to enhance cohesion, spirit, and morale. These leaders must:

(1) Post a written policy statement expressing commitment to EEO at the beginning their tenure and every year thereafter. At a minimum, these leaders will post a signed copy of the Garrison Commander's policy letter on EO and EEO.

(2) Assign an EEO Officer who will provide annual information on support and participation in EEO initiatives.

(3) Ensure that regular reviews are conducted to examine the effectiveness and efficiency of the agency's EEO programs.

(4) Evaluate the annual assessment of the workforce composition by race, color, religion, gender, age, national origin, and disability in order to determine whether barriers exist that exclude certain groups from being hired or promoted. Personnel in the Office of Equal Employment Opportunity (EEO) will provide these annual assessments in connection with the affirmative employment-planning program.

(5) Track and monitor EEO complaints to ensure that they can identify the location, status, and length of time for each stage of the process, the issue and basis of the complaints, the aggrieved individuals, the involved management officials and other information necessary to analyze complaint activity and identify trends. EEO complaints are reported on the Equal Employment Opportunity Commission (EEOC) Form 462. The EEO Director will brief the EEOC Form 462 at each quarterly EEO meeting.

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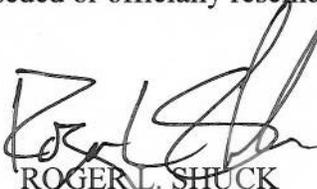
b. Individuals are responsible for advising the Commander or Director of unlawful discrimination and providing them an opportunity to take appropriate action to resolve the issue in accordance with (IAW) applicable rules and policy.

c. Complainants have a right to speak with their commander or director concerning their complaints without fear of intimidation, reprisal, or harassment. Military and civilian personnel may contact the EEO Office, the Inspector General (IG) the Chaplain, the Provost Marshal, medical agency personnel, Staff Judge Advocate, or the Housing Office directly for assistance. Additionally civilians may file a complaint IAW AR 690-600 or contact their supervisory chain, Civilian Personnel Advisory Center (CPAC), EEO, SJA, or the IG.

d. Alternate Dispute Resolution (ADR) is a voluntary option that will be offered in appropriate cases as determined by the Commander and/or their designee. Once the Commander of their designee determines ADR is appropriate, participation by directors and supervisory is mandatory. If successful, complainants utilizing ADR will be contacted within 90 days with a signed mediation agreement. If unsuccessful, a notice of right to file a formal complaint will be issued to the complainant.

6. Proponent. The Equal Employment Opportunity is the proponent of this policy at (337) 531-1804.

7. This policy will remain in effect until superseded or officially rescinded.


ROGER L. SHUCK
COL, IN
Commanding

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