



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON BAUMHOLDER
UNIT 23746
APO AE 09034-0003

IMBM-ZA

23. AUG. 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 2-1, Commander's Policy on Equal Employment Opportunity (EEO) and Diversity

1. Reference. Army Regulation 690-12, EEO and Affirmative Action, dated 4 March 1988.
2. Purpose. To establish the United States Army Garrison (USAG) Baumholder policy on EEO and Diversity.
3. Applicability. Applies to all applicants for employment, United States (U.S.) employed civilians, and military and local national supervisors of (U.S.) Civilians in the Baumholder community.
4. Intent. To develop and maintain an environment that is diverse and free of discrimination.
5. General.
 - a. The USAG Baumholder as an organization is committed to the principles of EEO. Discrimination based on race, color, religion, national origin, sex (including sexual harassment) age (40 years and over), disability (mental and physical), sexual preference or reprisal for involvement in an EEO activity will not be tolerated.
 - b. EEO is fundamental to the well-being of our organization and the community. USAG Baumholder is committed to recruiting, hiring, training and promoting qualified individuals with disabilities and individuals in under represented/under utilized groups, as we are developing a workforce that reflects our Nation's diversity.
 - c. USAG Baumholder is fully committed to preventing and correcting unlawful discrimination in its employment policies, procedures, practices and operations. When an employee believes the principles of EEO law have been violated, that employee is encouraged to consult with the local EEO Manager. Managers will be open and willing to work towards a fair and effective resolution of issues and concerns. Complaints of discrimination will be resolved fairly and expeditiously at the lowest level possible.

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6. Responsibilities.

a. All employees will abide by the letter, intent and spirit of EEO laws and policies applicable to Federal employment in their duty actions, conduct and decisions.

b. Supervisors will take an active role in monitoring the workplace to ensure an environment free of unlawful discrimination, hostility, intimidation, reprisal, or harassment, and they must take prompt remedial action to correct inappropriate behavior.

c. Supervisors will treat all employees with dignity and respect and not allow employees to be harassed or treated with disrespect because they are different.

d. I strongly encourage leaders to consult with the Command's EEO Manager when making critical employment decisions in recruitment, selection, training, promotion, discipline and retention of (US) civilian employees.

7. This policy will be brought to the attention of all personnel and a copy of this memorandum will be posted on the EEO website and on all official bulletin boards.

8. POC for this policy is the USAG Baumholder EEO Office, DSN 485-7118.



MICHAEL D. SULLIVAN
LTC, AR
Commanding

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