



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER  
AND PRESIDIO OF MONTEREY  
MONTEREY, CALIFORNIA 93944

JUL 23 2010

ATFL-CMDT

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy on Equal Employment Opportunity (EEO)

1. References:

- a. Title VII of the Civil Rights Act of 1964, as amended.
- b. Title 29, Code of Federal Regulations, Part 1614, Federal Sector Equal Employment Opportunity.
- c. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 09 February 2004.

2. Purpose: To set guidelines for the Defense Language Institute Foreign Language Center (DLIFLC) and the Presidio of Monterey's (POM) Equal Employment Opportunity Program.

3. Applicability: This policy applies to all civilian employees and military supervisors of civilian employees assigned to or under the operational control of the DLIFLC and POM, to include job applicants and former civilian employees.

4. Proponent: The proponent for this policy is the Equal Employment Opportunity Office, IMWE-POM-EEO, at (831) 242-5105. This policy supersedes the previous policy letter on this subject, dated 06 December 2008.

5. DLIFLC & POM reaffirms its commitment to the principles of EEO. The DLIFLC and POM policy prohibits discrimination based on race, color, religion, national origin, sex (including sexual harassment), age (40 years and over), disability (mental and/or physical), or reprisal for involvement in an EEO activity. All employees will abide by the letter, intent, and spirit of EEO laws and policies applicable to Federal employment in their daily actions, conduct and decisions.

6. As Commandant of DLIFLC and POM, I view EEO as a necessary element of basic merit system principles in all aspects of employment. DLIFLC and POM is committed to recruiting, hiring, training, and promoting qualified individuals with disabilities and individuals in under-represented/under-utilized groups, as I develop a workforce that reflects our nation's diversity.

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7. DLIFLC and POM 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. Supervisors/managers will be open and willing to work toward an effective resolution to issues and concerns. Complaints of discrimination will be resolved fairly, expeditiously, and dispassionately at the lowest level possible. However, employees, former employees, or applicants for employment who believe that they have been discriminated against and want to pursue a complaint, must contact the EEO office **within 45 calendar days** of the perceived discrimination action.

8. EEO cannot be achieved without the deliberate support of all employees. Supervisors and managers are expected to take an active role in monitoring the workplace to ensure an environment free of unlawful discrimination, hostility, intimidation, reprisal, or harassment. They must take prompt remedial action to correct inappropriate behavior.

9. My vision for DLIFLC and POM includes a revitalized commitment to build and maintain a workplace environment free of discrimination that fosters respect of all people as we strive to fulfill our mutual goal of supporting the Warfighter.

10. This policy will be brought to the attention of all DLIFLC and POM personnel. A copy of this memorandum will be posted on the EEO website and on all official bulletin boards in compliance with 29 C.F.R. §1614.102(b)(6).



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COL, MI  
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