



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATIONS MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON, PRESIDIO OF MONTEREY
1759 LEWIS ROAD, SUITE 210
MONTEREY, CA 93944-3223

JAN 23 2014

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum #4, Equal Employment Opportunity

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, 9 February 2004.

2. Purpose: To set guidelines for the United States Army Garrison, Presidio of Monterey's (USAG, POM) Equal Employment Opportunity (EEO) Program.

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

4. Proponent: The proponent for this policy is the EEO Office, IMPM-EE, (831) 242-5105. This policy supersedes the previous policy memorandum on this subject, dated 26 March 2013.

5. The USAG, POM reaffirms its commitment to the principles of EEO. The USAG, POM policy prohibits discrimination based on race, color, religion, national origin, sex (including sexual harassment), age (40 years and over), genetics, disability (mental and/or physical), and/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. EEO is a necessary element of basic merit system principles in all aspects of employment. The USAG, POM is committed to recruiting, hiring, training and promoting qualified individuals with disabilities and individuals in under-represented or under-utilized groups to develop a workforce that reflects our nation's diversity.

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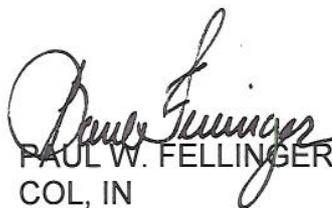
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7. The USAG, POM is fully committed to preventing and correcting unlawful discrimination in its employment policies, procedures, practices, and operations. When an employee believes the principles of EEO law have been violated, that employee is encouraged to consult with the local EEO Manager. Supervisors and 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. When applicable, employees may grieve allegations of discrimination under the negotiated grievance procedures (Title 5, USC, Section 7121) or under the Merit System Protection Board (MSPB) appellate procedures. An appeal under MSBP must be filed within 30 calendar days of the effective date of the appealable 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. The USAG, POM holds a commitment to build and maintain a workplace environment free of discrimination that fosters respect for all people as we strive to fulfill our mutual goal of supporting the mission.

10. This policy will be brought to the attention of the USAG, POM personnel and tenant activities. A copy of this memorandum will be posted on the POM EEO website and on all official bulletin boards in compliance with 29 C.F.R. §1614.102(b)(4).


PAUL W. FELLINGER
COL, IN
Commanding

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