



DEPARTMENT OF THE ARMY  
U.S. ARMY MILITARY DISTRICT OF WASHINGTON  
JOINT FORCE HEADQUARTERS-NATIONAL CAPITAL REGION  
102 3RD AVENUE, BLDG 39, SUITE 2  
FORT LESLEY J. MCNAIR, DC 20319-5031

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MAR 14 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter – Equal Opportunity (EO) – Memorandum #3

1. REFERENCE. AR 600-20 (Army Command Policy).
2. PURPOSE. To provide guidance to Joint Force Headquarters – National Capital Region (JFHQ-NCR) and U.S. Army Military District of Washington (USAMDW) personnel on the Commander's EO Program.
3. APPLICABILITY. These procedures are applicable to all servicemembers assigned to and/or under the operational control of JFHQ-NCR/USAMDW and Family members.
4. POLICY. In accordance with guidelines set forth in Chapter 6 and Appendixes C & D of the reference, members of this command will provide equal opportunity and fair treatment for servicemembers and Family members without regard to race, color, gender, religion and national origin and provide an environment free of unlawful discrimination and offensive behavior.
5. PROCEDURES.
  - a. The Equal Opportunity Program formulates, directs and sustains a comprehensive effort to maximize human potential. Treating servicemembers and Family members with dignity and respect enhances mission effectiveness, cohesion and readiness. This standard applies to working, living and recreational environments, on and off post, and during duty and non-duty hours.
  - b. It is the responsibility of every individual in this command to contribute to the essential mission of promoting a healthy human relations climate within the command. Company level commanders (or equivalents) are responsible for sustaining a positive EO climate within their units by conducting command climate assessments within 30 days of assuming command, again at 6 months, and annually thereafter. Commanders above the company level will conduct an initial command climate assessment within 60 days of assuming command, to be followed by a subsequent assessment 12 month later and annually thereafter while retaining command. In addition, commanders must ensure EO training is being conducted semi-annually.
  - c. The equal opportunity program must remain a vital part of this organization's structure. Violations of the Army's EO policy will not be tolerated. Servicemembers who engage in discriminatory behaviors will be subject to punishment under the Uniform Code of Military Justice. The chain of command is responsible for addressing inappropriate conduct, resolving

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EO complaints at the lowest possible level, and will protect anyone filing a complaint alleging unlawful discrimination from acts or threats of reprisal and retaliation.

6. PROPONENT. The USAMDW EO Office is the proponent for this JFHQ-NCR/USAMDW policy letter. The point of contact is the USAMDW EO Program Manager at (202) 685-3357 or DSN 325-3357.



BRADLEY A. BECKER  
Major General, US Army  
Commanding

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