



DEPARTMENT OF THE ARMY
JOINT BASE MYER – HENDERSON HALL
204 LEE AVENUE
FORT MYER, VIRGINIA 22211-1199

REPLY TO
ATTENTION OF

IMND-MHH-EEO

20 OCT 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum EEO-1, Joint Base Commander's Civilian Equal Employment Opportunity Policy

1. REFERENCE. Army Regulation 690-12, Equal Employment Opportunity and Affirmative Action.
2. PURPOSE. This memorandum sets forth the Joint Base Myer-Henderson Hall (JBM-HH) policy for equal employment opportunity in all aspects of civilian employment.
3. APPLICABILITY. This policy applies to all JBM-HH civilian employees and applicants for employment.
4. POLICY. It is the policy of this command to provide equal employment opportunity to all employees and applicants for employment regardless of race, color, religion, age, sex, national origin, or physical and/or mental disability. I am committed to Equal Employment Opportunity (EEO) principles and will not tolerate discrimination in any form. People are the cornerstone of readiness and must feel confident that they will be treated fairly and with dignity and respect in all aspects of performing the mission. Employees have the right to work in an environment that provides the opportunity to reach their fullest potential. I support a vigorous program of equal opportunity training that will ensure that we better understand and are more considerate of each other.
5. PROCEDURES. Equal employment opportunity is the law and an essential element of good leadership. All managers and supervisors, both military and civilian, are expected to demonstrate the same dedication and involvement in achieving Department of the Army and Marine Corps EEO goals as they display in accomplishing other mission objectives.
 - a. Supervisors and managers are strongly encouraged to consult EEO personnel when making civilian employment decisions regarding recruitment, selection, training, promotion, discipline, awards, or retention. The EEO staff is responsible for advising and assisting all managers and supervisors in implementation and support of the principles and objectives of the EEO

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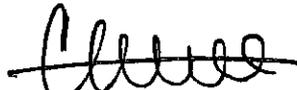
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Policy

program. When issues or systemic problems are identified, prompt resolution at the lowest possible level in the chain-of-command is expected.

b. Civilian employees or applicants who perceive they are victims of discrimination (including sexual harassment) are responsible for voicing their opposition to such behavior and reporting incidents to their chain-of-command or to their servicing EEO Office. Employees or applicants who believe they have been discriminated against have **45 days** to file a complaint of discrimination. Complaints will be quickly and thoroughly investigated, with the assurance that the rights of both the victim and the accused will be protected. Swift, fair and effective corrective action will be taken, when necessary.

c. A copy of this policy will be posted on all official bulletin boards where all employees will have access to it.

6. PROPONENT. The Joint Base Myer-Henderson Hall Equal Employment Opportunity Office is the proponent for this policy. POC is the Equal Employment Opportunity Officer, commercial at (703) 696-2996/6258.



CARL R. COFFMAN, JR.
Colonel, AV
Commanding

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