



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

IMMH-EE

MEMORANDUM FOR SEE DISTRIBUTION

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

1. REFERENCES.

a. Army Regulation 690-12, Equal Employment Opportunity and Affirmative Action, 4 Mar 88.

b. Army Regulation 690-600, Equal Employment Opportunity Discrimination Complaints, 9 Feb 04.

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.

a. Public laws and permanent policies prohibit employment discrimination based on race, color, national origin, age (40 or older), sex, religion, physical or mental disability, genetic information, and reprisal against a person who participates in the EEO process or opposes employment discrimination. I hold managers, supervisors, and employees responsible and accountable for complying with laws and regulations that govern the policy of EEO.

b. Discrimination, whether real or perceived, affects employee morale and well-being, interferes with mission accomplishment, and has a negative impact on readiness. Each of us has a responsibility to support and ensure the success of our EEO program. The Affirmative Employment and Special Emphasis programs are designed to assist managers when making selections for training, career development programs, merit promotion actions, awards, and other types of recognition and personnel actions in accordance with sound personnel management practices.

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5. PROCEDURES.

a. EEO is a right mandated by law and an essential element of good leadership. When complaints arise, we must work to resolve them promptly, starting at the lowest level. Any employee, former employee, or applicant who believes he or she has been discriminated against in an employment matter has a right to pursue a complaint of discrimination. Individuals who perceive they are victims of discrimination, including sexual harassment, must contact an EEO official within **45 calendar days** of the incident. The JBM-HH EEO Office is responsible for the administrative processing of complaints of discrimination. Managers and supervisors must not tolerate any unlawful discrimination or reprisal against those who exercise their rights under EEO laws.

b. EEO is a mandatory performance standard for all supervisors. I expect leaders at every level to share my commitment in fostering a work environment free of discrimination in any form. I am personally committed to making this Command a model employer of choice with a diverse, talented, and effective workforce. Discrimination is illegal and will not be tolerated in this Command.

c. A copy of this policy will be posted on all official bulletin boards and official websites.

6. PROPONENT. The JBM-HH Equal Employment Opportunity Office is the proponent for this policy. POC is the Equal Employment Opportunity Office, commercial at (703) 696-6258.

PATRICK M. DUGGAN
COL, SF
Commanding

DISTRIBUTION:

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