**DEPARTMENT OF THE ARMY**
**UNITED STATES ARMY GARRISON RHEINLAND-PFALZ**
**UNIT 23152**
**APO AE 09054-3152**

IMRP-ZA

25 June 2014

MEMORANDUM FOR All Members of the United States Army Garrison Rheinland-Pfalz (USAG RP) Community

SUBJECT: USAG RP Command Policy Letter # 4, Equal Employment Opportunity (EEO) and Affirmative Employment

1. References:

a. Army Regulation 690-12, Equal Employment Opportunity and Affirmative Action, 4 March 1988.

b. Army Regulation 690-600, Equal Opportunity Discrimination Complaints, 9 February 2004.

c. EEOC Management Directive 715 for a Model EEO Program.

2. It is the policy of the Department of Army (DA) to provide equal employment opportunity (EEO) for all people and to prohibit discrimination in employment because of race, color, religion, sex, national origin, age, disability, reprisal or genetics. As the USAG RP Commander, I am committed to the principles of EEO and expect equal opportunity and fair treatment throughout the USAG RP and serviced tenant units. I expect the same commitment and support from all personnel, especially senior leaders, managers and supervisors, all of whom share a critical part in the success of our EEO program.

3. Our goal is to provide an environment free of unlawful discrimination and offensive behavior. This policy applies to all work areas within the Rheinland-Pfalz footprint and to federal employees in temporary duty status. Our EEO program will continue to emphasize respect and dignity for all and sustainment of an environment where people are motivated because they are part of an inclusive organization that ensures accountability and fair treatment for everyone.

4. To achieve the EEO goals of developing a work force representative of our Nation's diversity, management officials must insist on selection processes based solely on merit and ability. Only fair, unbiased selection procedures will ensure women, minorities, individuals with disabilities and Disabled Veterans have fair opportunity to compete for employment. Leaders must be mindful that discriminatory treatment, whether real or perceived, demoralizes and erodes teams, inhibits performance and impedes readiness.

5. The EEO complaints process provides a well established system for individuals to exercise their right to address perceived incidents of discrimination on the basis of race, religion, color, gender, national origin, age, disability, reprisal and genetics. I encourage you to use Alternate Dispute Resolution (ADR) methods to resolve complaints at the lowest level.

6. Management officials at all levels must remain focused on doing what is right and set the example of strong leadership and personal commitment to integrating EEO policies and practices into daily personnel management activities. This includes the responsibility for protecting employees from acts or threats of reprisal for utilizing official channels for handling grievances or complaints. To illegally discriminate against an employee or applicant, to obstruct a person's right to compete for employment or to retaliate against an employee for filing an appeal are considered Prohibited Personnel Practices.

7. Respective rating officials will consider whether disciplinary action or documentation in appraisals is appropriate for supervisors or employees who engage in discriminatory actions.

8. This policy letter will be permanently posted on all bulletin boards. Point of contact for this policy is Steven Matkowsky, EEO, at DSN 493-4002.

G. SHAWN WELLS, JR.
COL, SC
Commanding