



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEONARD WOOD  
14000 MSCOE LOOP, SUITE 120  
FORT LEONARD WOOD, MO 65473-8929

IMLD-ZA

1 AUG 2016

MEMORANDUM FOR All U.S. Army Garrison Personnel

SUBJECT: Garrison Policy 17, Equal Employment Opportunity (EEO)

1. References.

- a. AR 690-12 (Equal Employment Opportunity and Affirmative Action).
- b. AR 690-600 (Equal Employment Opportunity Discrimination Complaints).
- c. EEO Management Directive 715 (MD-715).

2. Purpose. To establish EEO guidance and standards to U.S. Army Garrison (USAG), Fort Leonard Wood assigned and attached personnel.

3. Applicability. This policy applies to all personnel assigned to or under the operational control of USAG Fort Leonard Wood, applicants for employment, and former employees.

4. Policy and Procedures.

a. I am responsible and personally committed to ensure Equal Employment Opportunity practices and principles are adhered. My objective is to maintain Fort Leonard Wood as a model employer of choice. A workplace free from discrimination and harassment is vital to developing and maintaining a mission ready workforce. Personnel policies and practices will be free from unlawful discrimination based on color, race, religion, sex, age, national origin, or disability. I expect leaders, managers, and supervisors at all levels to exhibit a commitment to EEO through their efforts to resolve conflicts and address concerns in the workplace as soon as they arise. When any employee or job applicant believes they have been discriminated against based on race, color, religion, gender, national origin, age or disability, the agency's ability to accomplish its mission suffers, opportunities for achievement are lost, and the ability for our employees to reach their full potential is jeopardized.

b. I expect all leaders, managers, and supervisors to share a commitment to sound management practices and EEO principles. We must eliminate all barriers to equal employment opportunities for employees and applicants for employment. Leaders must ensure employees receive the opportunity to obtain and maintain core competencies and to develop to their full potential. I expect that our recruitment and selection

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processes support the full consideration of talented individuals. All personnel actions must be based upon merit factors, without bias or prejudice.

c. Individuals who perceive that they are victims of discrimination, including sexual harassment, must contact an EEO Official within 45 days of the incident. Complaints of discrimination will receive immediate attention and will be processed in accordance with Army Regulation 690-600. Additionally, any individuals who believe that he or she has been subjected to unlawful discrimination based on non-merit factors (such as sexual orientation, marital or parental status, or political affiliation) may file a complaint with the Office of Special Counsel and/or use the appropriate grievance procedures.

d. Leaders and all employees must understand and identify unlawful conduct and be proactive in their obligation to prevent prohibited discrimination. Our continuing efforts will maintain USAG's posture as a model employer of choice.

e. A copy of this policy is to be posted on all official bulletin boards, official websites, and made available upon request.

5. This policy supersedes any previous policies and is in effect until superseded or rescinded.

6. Proponent: The proponent of this command policy is the Equal Employment Opportunity Office at (573) 596-0602.

  
TRACY L. LANIER  
COL, LG  
Commanding