DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
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FORT LEONARD WOOD, MISSOURI 65473-8929

ATZT-EOP-EEO

07 AUG 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #3-02, Civilian Equal Employment Opportunity (EEO) Program

1. REFERENCES.

a. AR 690-12, 4 Mar 88, Equal Employment Opportunity and Affirmative Action with TRADOC Suppl 1 to AR 690-12, 30 Oct 89, with Change 1, 9 Mar 90.

b. AR 690-600, 18 Sep 89, Equal Employment Opportunity Discrimination Complaints, and Interim Change to AR 690-600, 25 Mar 93.

2. PURPOSE. To establish an equal employment opportunity policy at the United States Army Maneuver Support Center (MANSCEN) and Fort Leonard Wood (FLW).

3. GENERAL. The Army's civilian workforce is to be reflective of our nation's diverse population. We will ensure that Fort Leonard Wood will provide equal employment opportunity and treatment for all current employees and applicants for employment without regard to race, color, national origin, sex, age, religion and mental or physical disability. Treating all people with dignity and respect will be our governing principle.

4. POLICY AND PROCEDURES.

a. The strength of our workforce lies in the diversity of our employees. I expect each commander, director, manager and leader to execute proactive affirmative employment principles to assure equity in personnel management, including recruitment, hiring, promotions, training and awards. In recruitment and hiring, as a rule, this entails expanding the area of consideration in order to attract talented and highly qualified applicants for the job.

b. Discrimination and sexual harassment are prohibited practices and are not conducive to the development of a healthy work force, and therefore will not be tolerated. Complaints will be processed in accordance with governing laws and regulations. FLW Poster 690-1, outlines the complaint procedures for civilian employees and applicants for employment.

c. All employees and applicants deserve fair and equitable treatment. I urge all commanders, directors, managers and leaders to join me in providing the necessary leadership to make this installation a foundation for exceptional service to our nation.

5. SUPERSESSION. This policy supersedes the previous command policy letter #3-01, subject as above, dated 16 May 2001.