



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT JACKSON  
2400 JACKSON BOULEVARD  
FORT JACKSON SC 29207-5015

IMFJ-ZA

4 February 2016

MEMORANDUM FOR All United States Army Garrison (USAG) Fort Jackson Personnel

SUBJECT: Garrison Commander's Equal Employment Opportunity (EEO) and Anti-Harassment Policy

1. REFERENCE: AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004.
2. PURPOSE: To provide guidance to all USAG Fort Jackson personnel on the prevention of unlawful discrimination and harassment.
3. APPLICABILITY: This policy applies to all civilian personnel assigned to USAG Fort Jackson and applicants for employment at the USAG Fort Jackson.
4. POLICY:
  - a. Unlawful discrimination and harassment, whether real or perceived, affects employee morale and well-being, interferes with mission accomplishment and have a negative impact on readiness. Discrimination and harassment are unacceptable in the workplace. Discrimination practices also interfere with duty performance by creating a hostile, intimidating or offensive work environment. Harassment, which undermines the integrity of employment relationships and hinders work productivity, will not be tolerated.
  - b. All employees have a right to a workplace free of discrimination and harassment regardless of race, color, sex, religion, age, gender, disability, genetic information or national origin. All leaders must prevent and promptly correct discriminatory and harassing behaviors in the workplace. Any allegation of unlawful discrimination and harassment will be taken seriously and dealt with swiftly. Employees who want to initiate an EEO complaint and preserve their legal rights must contact the EEO Office within 45 calendar days of the occurrence. The EEO complaint process is attached.
5. This statement will be brought to the attention of all USAG Fort Jackson personnel, posted on the EEO website and on all work area bulletin boards.
6. PROPONENT: The Fort Jackson EEO Complaints Manager at (803) 751-5443.

Encl

  
JAMES W. ELLERSON, JR.  
COL, AD  
Commanding

## Complaint Process Enclosure

Employee, applicant, or former employees must contact an EEO official within 45 days of the alleged discriminatory act and allege that they were discriminated on the basis of race, color, religion, national origin, sex, age (over 40), genetic information, or disability. The EEO Officer will offer traditional counseling or mediation and assign an EEO counselor to conduct an inquiry.

The aggrieved may file a formal complaint within 15 calendar days of the final interview or attempted informal resolution.

The EEO Officer, upon receipt and acceptance of a formal complaint, requests the assignment of an investigator from the Investigations and Resolutions Division (IRD).

The investigation is conducted and the complainant is given a copy of the investigative file.

If resolution is not reached, the complainant may request a hearing or final Army decision without a hearing.

If the complainant fails to act within 30 calendar days of receipt of the investigative file, the EEO Officer will notify the Department of the Army to issue a final agency decision on the complaint.

If the complainant asks for a hearing, the EEO officer requests the EEO Commission (EEOC) assign an EEO administrative judge to conduct a hearing.

The administrative judge reviews the file and if complete, schedules and conducts a hearing or makes a finding based on the record.

The Director of EEO makes a final Army decision based on the administrative judge's decision and or the file and provides the complainant a copy of the decision and verbatim transcript of the hearing.

The complainant has the right to appeal to the EEOC's Office of Review and Appeals within 30 calendar days of receipt of the Army decision. The complainant also has the right to file a civil action in Federal District Court if not satisfied with the decision on an appeal.

The complainant may file a civil action in Federal Court if final action on the complaint is not taken by the agency within 180 calendar days of filing or if final action is not taken on an appeal to the Office of Review and Appeals within 180 calendar days of the hearing.



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT JACKSON  
2400 JACKSON BOULEVARD  
FORT JACKSON SC 29207-5015

IMFJ-ZA

4 February 2016

MEMORANDUM FOR All United States Army Garrison (USAG) Fort Jackson Personnel

SUBJECT: Garrison Commander's Reasonable Accommodation for Individuals with Disabilities Policy

1. REFERENCES:

- a. The Rehabilitation Act of 1973.
- b. The Americans with Disabilities Act of 1990.
- c. Title 29 Code of Federal Regulations, part 1630.
- d. Executive Order 12164, dated 26 July 2000.
- e. Equal Employment Opportunity Commission Management Directive 715.
- f. The Americans with Disabilities Act Amendments Act of 2008.

2. It is the policy of the USAG Fort Jackson to fully comply with the Rehabilitation Act. Under the law, federal agencies must provide reasonable accommodation to qualified employees and applicants with disabilities, unless to do so would cause undue hardship.

3. I am committed to ensuring that all employees and applicants are afforded full access to equal employment opportunities without regard to any disability and to provide a prompt, fair, and efficient process for responding to reasonable accommodation requests. All USAG Fort Jackson managers and supervisors will complete the training offered by the Equal Employment Opportunity (EEO) Office and comply with the guidance provided in the U.S. Army Procedure for Providing Reasonable Accommodation for Individuals with Disabilities, dated 17 March 2009.

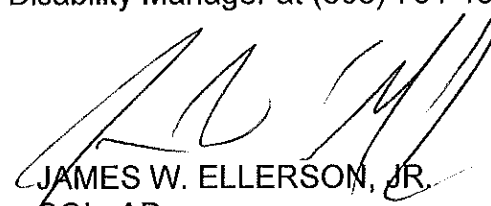
4. An individual with a disability is someone who has (1) a mental or physical impairment that substantially limits one or more major life activity, (2) a record of such impairment, or (3) is regarded as having an impairment.

IMFJ-ZA

SUBJECT: Garrison Commander's Reasonable Accommodation for Individuals with Disabilities Policy

5. A reasonable accommodation is a change in the work environment or in the way things are customarily done that would enable an individual with a disability to enjoy equal employment opportunities.

6. PROPONENT: The Fort Jackson EEO Disability Manager at (803) 751-1579.



JAMES W. ELLERSON, JR.  
COL, AD  
Commanding