



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING CENTER AND FORT JACKSON
2400 JACKSON BOULEVARD
FORT JACKSON SC 29207-5015

IMSE-JAC-EEO

06 JUL 2016

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Commanders, Fort Jackson Partners in Excellence
Directors and Chiefs, Staff Offices, This Headquarters

SUBJECT: Fort Jackson Policy Memorandum #5 - Equal Employment Opportunity (EEO)

1. References:

- a. Title VII of the Civil Rights Act of 1964.
- b. Department of the Army Regulation 690-12, Equal Employment Opportunity and Affirmative Action, paragraph 1-4e(3), 4 Mar 88.
- c. Title 29, Code of Federal Regulations, Part 1614, 102(4), Federal Sector Equal Employment Opportunity, 9 Nov 99.
- d. Equal Employment Opportunity Commission, Management Directive 715, The Model Equal Employment Opportunity Program, Essential Element A, 1 Oct 03.

2. Purpose:

- a. To express my commitment to ensuring that all employees and applicants for employment have access to information relating to their rights to work in an environment free of unlawful discrimination, harassment or retaliation.
- b. To communicate the installation's equal employment policy, roles and responsibilities of managers, supervisors and employees and the procedure for utilizing the EEO complaint process.

3. Policy:

- a. Equal Employment Opportunity is a right mandated by law and an essential element of good leadership. I am fully committed to providing equal opportunities for employment for Civilian employees and applicants for employment without regard to race, color, religion, gender, age, national origin, genetic information or disability. I am equally committed to preventing reprisal against an employee or applicant for engaging in protected EEO activity.

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Managers and supervisors will respect employees' and applicants' right to file a complaint without fear of reprisal.

b. My goal is that workplace disputes are resolved quickly and at the lowest possible organizational level. As an alternative to the traditional complaint process, I strongly encourage the use of the Alternative Dispute Resolution program, utilizing mediation. This voluntary process is designed to establish a fair, non-adversarial, confidential, win-win approach to resolving workplace concerns.

c. Harassment, a form of discrimination, is unacceptable and will not be tolerated. It adversely impacts morale and productivity and negatively affects our readiness. Maintaining an environment that is free of harassment allows employees to strive for and achieve personal and professional excellence. The Department of the Army has required the following EEO training for managers and supervisors: Reasonable Accommodation and Notification and Federal Employee Anti-Discrimination and Retaliation (NoFEAR). It is incumbent upon leaders to ensure that 100% of their employees attend this important training.

d. Each of us has a continuing responsibility to contribute to the successful achievement of EEO for everyone. There can be no wavering in our commitment to ensure EEO for all. I expect managers, supervisors and leaders to support EEO efforts and to strive for a cohesive and harmonious workplace for everyone. If you feel you have been harassed or discriminated against based on your race, color, religion, gender, sex, national origin, genetic information or disability, you may contact the EEO office, listed below.

e. Finally, any allegation of harassment will be taken seriously and dealt with swiftly. Consequences of substantiated discrimination or harassment may range from oral or written warning to discharge in accordance with the Army Civilian Personnel Table of Penalties.

4. Proponent. The proponent for this policy memorandum is the EEO Office, (803) 751-4935.



JOHN P. JOHNSON
Brigadier General, U.S. Army
Commanding