DEPARTMENT OF THE ARMY
ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY
105 ARMY PENTAGON
WASHINGTON DC 20310-0105

29 September 2023

MEMORANDUM FOR All Headquarters, Department of the Army Personnel

SUBJECT: Headquarters, Department of the Army Equal Employment Opportunity Policy

1. References.

a. Title 29, Code of Federal Regulations, Part 1614 (Federal Sector Equal Employment Opportunity)

b. Department of Defense (DoD) Directive 1020.02E (Diversity Management and Equal Opportunity in the DoD), 8 June 2015, incorporating Change 2, effective 1 June 2018

c. Army Regulation 690–12 (Equal Employment Opportunity and Diversity), 12 December 2019

d. Army Regulation 690–600 (Equal Employment Opportunity Discrimination Complaints), 9 February 2004

e. Secretary of the Army (Civilian Employment Opportunity Policy), 1 November 2021

f. Secretary of the Army (Army Diversity, Equity, Inclusion, and Accessibility Policy Statement), 1 November 2021

2. Purpose. This memorandum reinforces Army policy to ensure Equal Employment Opportunity (EEO) and expresses the Headquarters, Department of the Army (HQDA) commitment to ensuring the success of the EEO program in the organization. This policy applies to all current or former employees, applicants, or certain contract employees identified in reference 1d.

3. The Army thrives on the diversity of its people, and the principle of equality for all is fundamental to the existence of our democracy. HQDA EEO program concepts, policies, objectives, and goals ensure equal treatment without regard to race, color, religion, age, sex, national origin, physical or mental disability, genetic information, or prior participation in protected EEO activity. An atmosphere of trust and equality of opportunity are key ingredients to the teamwork necessary to successfully accomplish the EEO mission. Pursuant to references 1c–1f, it is Army policy that—

a. Anyone covered by this policy will not be subjected to discrimination or harassment. All HQDA personnel will work to ensure an atmosphere of dignity and respect for all.

b. EEO concepts are inherent to good personnel management practices and must be an integral part of daily management and employee relations. This responsibility extends to every leader, manager, and supervisor, and across all military and civilian personnel throughout HQDA.

c. HQDA fully supports the laws that prohibit retaliation against an individual who has engaged in EEO-protected activities. Protected activities include opposing a practice made unlawful by one of the employment discrimination statutes or filing a complaint, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing under the applicable statutes.

4. Responsibilities.

a. To achieve the EEO program goal of a workforce representative of this Nation's diversity, management officials will ensure that selection and employment practices are appropriate, fair, and based on merit.

b. Supervisors and managers must perform their duties without differentiating between employees who have engaged in protected activities and other subordinates. Individuals who oppose employment practices they reasonably believe to be unlawful help us to enforce the antidiscrimination statutes. Although these individuals remain subject to appropriate supervision (including performance or disciplinary actions when necessary), supervisors must ensure that personnel actions are not motivated by protected activities.

c. Commanders, managers, and supervisors must be cognizant of their responsibilities to prevent unlawful conduct and to take immediate and appropriate action when such misconduct occurs.

d. All HQDA personnel will participate in EEO training and demonstrate a personal commitment to EEO principles.

5. Proponent. The proponent for this policy is the Directorate of Diversity and Equal Employment Opportunity. For more information on the discrimination complaint process, or to discuss an employment issue, contact the directorate at (703) 545-1255.

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