



DEPARTMENT OF THE ARMY  
U.S. ARMY SECURITY ASSISTANCE COMMAND  
4402 MARTIN ROAD  
REDSTONE ARSENAL, AL 35898-5000

AMAC-EE

09 June 2022

MEMORANDUM FOR All U.S. Army Security Assistance Command Employees

SUBJECT: U.S. Army Security Assistance Command (USASAC) – Command Policy CP-103-5 – Equal Employment Opportunity (EEO)

1. REFERENCES.

a. Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Americans with Disabilities Act, and the Equal Pay Act.

b. Army Regulation (AR) 690-12 (Equal Employment Opportunity and Diversity), 22 December 2016,  
([https://armypubs.army.mil/epubs/DR\\_pubs/DR\\_a/pdf/web/ARN8247\\_AR690-12\\_Web\\_Final.pdf](https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/ARN8247_AR690-12_Web_Final.pdf)).

c. AR 690-600 (Equal Employment Opportunity Discrimination Complaints), 9 February 2004,  
([https://armypubs.army.mil/epubs/DR\\_pubs/DR\\_a/pdf/web/r690\\_600.pdf](https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/r690_600.pdf)).

d. Memorandum, Office of the Assistant Secretary for Manpower and Reserve Affairs, 10 November 2004, subject: Retaliation for Engaging in Protected Equal Employment Opportunity (EEO) Activity.

e. Department of Defense Directive 1020.02E (Diversity Management and Equal Opportunity in the DoD), 8 June 2015,  
([http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodd/102002e\\_dodd\\_2015.pdf](http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodd/102002e_dodd_2015.pdf)).

f. Army Policy on Diversity, 18 March 2010.

g. AMC CPM 690-8, AMCEE, 10 August 2012, subject: Command Policy Memorandum – Diversity Policy for Civilian Employees.

h. Title 29, Code of Federal Regulation, Part 1614, 20 May 2016.

2. PURPOSE. This guidance reinforces Army policy regarding EEO and expresses my commitment to ensuring the success of the EEO Program in our Command.

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This supersedes Command Policy CP-103-5 dated 24 May 2022.

AMAC-EE

SUBJECT: U.S. Army Security Assistance Command (USASAC) – Command Policy CP-103-5 – Equal Employment Opportunity (EEO)

3. **APPLICABILITY.** This Command Policy applies to all current or former employees, applicants, or certain contract employees covered by AR 690-600.

4. **POLICY.** No one will be subjected to discrimination, unfair treatment, or harassment of any nature. I am totally committed to the EEO Program, concepts, policies, objectives, and goals, which ensure equal treatment without regard to race, color, religion, age, gender, national origin, or physical or mental disability. I fully support the Department of Defense goals of Human Relations and EEO. Every employee will be treated fairly, with dignity and respect. In the EEO arena, civilian employees will not be discriminated against on the basis of race, color, religion, sex, gender, ethnicity, national origin, age, or disability. We will take corrective action in the case of any violation of this policy. The Army thrives on the diversity of its people, and the idea of human equality is fundamental to the existence of our democracy.

5. **PROCEDURES.**

a. To achieve the EEO Program goal of a workforce representative of this Nation's diversity, management must ensure that selection and employment practices are appropriate, fair, and based upon merit. I expect each member of USASAC to be equally committed to the concepts, policies, objectives, and goals. It is our responsibility to provide equal opportunity for all.

b. USASAC 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.

c. 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 enforce the antidiscrimination statutes. Although these individuals remain subject to appropriate supervision (including performance or disciplinary actions when necessary), supervisors must ensure that their actions are not motivated by or misperceived as a reaction to protected activities.

d. As a Command, we are committed to creating a work environment free of any form of harassment. Commanders, managers, and supervisors must be cognizant of their responsibilities to prevent this unacceptable conduct and take immediate and appropriate action when such conduct occurs.

AMAC-EE

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e. The EEO concepts are the cornerstones of personnel management programs within USASAC. These EEO concepts are inherent to good personnel management practices and must be an integral part of day-to-day management and employee relations. This responsibility is extended to every leader, manager, supervisor, and military and civilian employee throughout this Command. Every USASAC employee must prevent and eliminate all factors that inhibit productivity, achievement potential, and cohesiveness.

f. An atmosphere of trust and equality of opportunity are key ingredients to the teamwork necessary to successfully accomplish the EEO mission. Therefore, we encourage everyone to participate in the available training and to demonstrate a personal commitment to equal opportunity for all USASAC personnel.

g. The commitment of every Soldier and Civilian to our EEO mission will ensure that we maintain the highest level of professional behavior and courtesy that marks USASAC's commitment to excellence.

6. **PROPONENT.** The proponent for this Command Policy is the EEO Office. Employees requiring more information regarding the discrimination complaint process or to discuss an employment issue may contact the EEO Office at 256-450-5628 (DSN 320) or 717-770-6866 (DSN 771).



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Commanding