



DEPARTMENT OF THE ARMY
MEDICAL READINESS COMMAND, PACIFIC
1 JARRETT WHITE ROAD, BLDG 160
HONOLULU, HI 96859-5000

MRC, P Policy Memo 9
22 May 2023

MCPR-EEO

MEMORANDUM FOR Commanders, Medical Readiness Command, Pacific Major Subordinate Commands

SUBJECT: Commanding General's Policy on Equal Employment Opportunity (EEO) Program for Civilian Employees and Job Applicants

1. References:

- a. Equal Employment Opportunity Commission Management Directive 715, 1 Oct 03, subject: Equal Employment Opportunity.
- b. Army Regulation (AR) 690-12, Equal Employment Opportunity and Diversity, 12 Dec 19.
- c. Army Regulation (AR) 690-600, Equal Employment Opportunity Discrimination Complaints, 9 Feb 04.
- d. OTSG/MEDCOM Policy Memo 20-072, Commanding General's Policy on the Civilian Equal Employment Program, 19 Nov 20.

2. Purpose: To describe the Commanding General's policy on the Civilian Equal Employment Opportunity Program.

3. Applicability: The policy applies to all civilian personnel assigned and/or attached to Medical Readiness Command, Pacific (MRC, P) and its subordinate reporting units.

4. Policy: I am fully committed to the Army's Equal Employment Opportunity (EEO) Program. This command will provide equal employment opportunity to all civilian employees and applicants for employment without regard to race, religion, color, sex (to include pregnancy, sexual orientation, and transgender), national origin, age (40 or older), disability (physical or mental), genetic information, and/or reprisal for participating in the pre-complaint/formal complaint process or any other EEO activity.

5. The diversity of our workforce is one of our greatest strengths. It encompasses acceptance and respect. Bringing different thoughts and ideas, life experiences, and backgrounds to a discussion or plan of action can help to ensure successful accomplishment of a mission. All under-represented groups, including individuals with disabilities/targeted disabilities and disabled veterans, must be represented in our workforce. Our recruitment and hiring initiatives must be effective in reaching all

MCPR-EEO

SUBJECT: Commanding General's Policy on Equal Employment Opportunity (EEO) Program for Civilian Employees and Job Applicants

segments of our society while continuing to provide opportunities for advancement, training, career development, and recognition of our current Civilian employees.

6. My expectation is that all members of this command integrate the principles of EEO into every aspect of their daily work routine allowing all individuals to express issues and concerns in a safe work environment.

7. Responsibilities: Responsibility and accountability for EEO are integral to effective leadership in recruiting, hiring, and retaining a talented and diverse workforce. Therefore, I expect all commanders, managers, directors and supervisors to ensure EEO is a fundamental part of all personnel management policies, procedures, decisions, and actions that affect employment including: recruitment, hiring, transfers, awards/recognition, training, career development, discipline/corrective action, adverse actions, and separation. Active support of EEO principles through the personal involvement of individuals is required at all levels.

8. EEO Training: I expect all civilian personnel, and their supervisors/raters (civilian/military) to complete initial and annual refresher EEO, Anti-Harassment, No Fear training in a timely manner.

9. Procedures: EEO success is critical to sustaining an equitable, fair, and positive work environment. Accordingly, employees perceiving issues of discrimination or workplace harassment may report them to their chain of command and/or file a complaint with their local servicing EEO office, within 45 calendar days of the alleged discriminatory event or adverse action, without fear of intimidation, reprisal, or retaliation. I expect leaders to participate in and support Alternative Dispute Resolution (mediation) at every opportunity, and they are encouraged to help resolve complaints at both the pre-complaint and formal stage of the process.

10. This policy will be widely disseminated on all official bulletin boards and websites. It is effective immediately and shall remain in effect until rescinded or superseded in writing.

11. Point of contact for this policy is Mr. Thomas Hoffer, MRC, P, EEO Advisor, at (360) 705-3709 or Email: thomas.a.hoffer3.civ@mail.mil.



BILL A. SOLIZ
COL, SP
Commanding