Policy Memo 24-013

MCCR-EEO 10 June 2024

MEMORANDUM FOR All Medical Readiness Command, West Personnel

SUBJECT: Equal Employment Opportunity for Civilian Employees and Job Applicants

1. References.

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

 b. Equal Employment Opportunity (EEO) Commission Management Directive 715 (EEO), 1 October 2003.

 c. Army Regulation (AR) 690-12 (EEO and Diversity), 12 December 2019.

 d. AR 690-600 (EEO Discrimination Complaints), 9 February 2004.

 e. Americans with Disabilities Act of 1990, Title 42 Chapter 126 of the U.S. Code.

2. Purpose. To describe the Commanding General's equal employment opportunity policy for civilian employees and job applicants.

3. Proponent. The proponent for this policy is the Office of EEO Programs.

4. Applicability. This Command is committed to the principles of EEO by ensuring that all employees and applicants for employment receive fair and equitable treatment without regard to age, color, disability, sex (including pregnancy, sexual orientation, and gender identity), genetic information, national origin, race, religion, as well as protection from reprisal for participating in EEO activities. I will not tolerate any form of discrimination in any terms and conditions of employment. Leaders all levels have the responsibility and are accountable for fostering and maintaining a discrimination-free work environment by making certain that their human capital decisions, practices, and policies are fair, appropriate, and equitable.

5. I fully support the EEO Program and its continued development as a model program in accordance with the EEO Commission Management Directive 715. Affirmative employment programs are designed to promote employment opportunities and to identify/address employment-related and diversity issues for women, minorities, individuals with disabilities, and disabled Veterans.

6. All employees will have the freedom to compete on a fair and level playing field with equal opportunities for competition and will be provided prompt, fair, and impartial review and adjudication on complaints involving issues of employment discrimination.

7. EEO covers all personnel/employment programs, management practices, and decisions including, but not limited to, recruitment/hiring, merit promotion, transfer, reassignments, training and career development, benefits, and separations. Discrimination against employees based on protected genetic information or on information about a request for, or the receipt of, genetic service is prohibited.

8. Individuals who perceive they are victims of discrimination, including sexual harassment and retaliation, should report these incidents to their chain of command or the EEO office immediately. Complaints of discrimination will receive immediate attention and response from those involved, ensuring the rights of both the victim and the accused are protected. All employees are free to raise EEO issues and concerns, participate in the EEO complaint process, or seek EEO guidance without fear of intimidation, reprisal, or retaliation. Reprisal against one who engages in protected activity will not be tolerated, and this command supports the rights of all employees and applicants to exercise their rights under the civil rights statues.

9. Medical Readiness Command, West (MRC, W) will promote a positive, continuing affirmative employment program designed to eradicate barriers to employment and to achieve a represented workforce, with special emphasis on minorities, women, handicapped individuals, and disabled Veterans. We must work together to create a healthy environment so that qualified applicants and employees are free to compete for job opportunities and take part in career development to the fullest extent possible.

10. I charge commanders, managers, and supervisors to lead by setting a positive example. Managers and supervisors are reminded of their responsibility to prevent, document, and promptly correct harassing conduct in the workplace. They must not tolerate any reprisal against those who exercise their rights under EEO laws and regulations. Designated officials will consider whether or not corrective action (e.g. disciplinary action or documentation in annual evaluations) is appropriate against managers or supervisors who engage in discriminatory actions. Equally as important is the responsibility for management officials to support recognition for those who demonstrate significant achievements in EEO.

11. As Commanding General of MRC, W, I want to stress the importance of remaining mindful of our EEO responsibilities to our supervisors and managers, both military and civilian. I fully support the Department of the Army’s policy on EEO (AR 690-12); and I expect all MRC, W Leaders and employees to adhere to this policy. Successful mission accomplishment is dependent upon an environment where diversity of thought is honored, policies and procedures are transparent, inclusion is practiced, and all team members are treated with dignity and respect. Our continuing efforts will maintain

MRC, W's posture as a model employer.

12. Point of contact is EEO Program Manager, at (210) 295-2632.

13. This policy statement is to be posted on all official bulletin boards, official websites, and made available upon request.

 YR SUMMONS

 Brigadier General, USA

 Commanding General