



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL COMMAND
2450 CONNELL ROAD, BLDG 2264
JBSA FORT SAM HOUSTON, TEXAS 78234-7664

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OTSG/MEDCOM Policy Memo 24-012

4 March 2024

Expires 4 March 2026

MEMORANDUM FOR

**Commanders, MEDCOM Medical Readiness Commands
Commanders, MEDCOM Major Subordinate Commands
Directors, MEDCOM, One Staff**

SUBJECT: Civilian Equal Employment Opportunity Policy Statement

1. As your leader, I believe in and fully support the Equal Employment Opportunity principles related to all matters for Civilian and applicant employment, and I am committed to ensuring MEDCOM promotes and reflects the principles of equal employment opportunity which are fundamentals to the success of our mission.
2. Any employee or applicant who believes they may have been discriminated against in the workplace, the hiring process, or in any aspect of federal employment based on race, religion, color, sex, national origin, age, disability, genetic information, and/or reprisal for participation in EEO-protected activity has the right to promptly contact the servicing EEO office and use the complaint process to bring the matter forward in accordance with applicable laws and Army Regulations 690-600 and 690-12. Furthermore, the Army provides reasonable accommodations to employees and applicants for functional limitations caused by disabilities; for limitations related to pregnancy childbirth or related medical conditions; and for sincerely held religious, beliefs, observance, and practices. I expect leaders to follow the Army's reasonable accommodation process and timely process accommodations request.
3. Illegal discrimination and retaliation for protected activity are contrary to Army Values and policies. Anyone found to have violated this policy or the EEO principles may face adverse actions, including and up to removal from Federal service. I expect everyone's support and adherence to this program and policy. Every performance management practice must be evaluated to ensure adherence to the principle of EEO to establish a level playing field for all. 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 stages of the process.
4. If you have a question regarding discrimination or reasonable accommodation, or wish to file an EEO complaint, contact your servicing EEO Office within 45 calendar

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days of the discriminatory act or when you became aware of an alleged discriminatory act or adverse action.

5. Post this policy statement on all official bulletin boards and websites along with the servicing EEO Office and Disability Program Manager points of contact information, or contact the MEDCOM EEO Office at (210) 466-5936, 1-800-877-8339 (Federal Relay for the hearing impaired) or e-mail usarmy.jbsa.medcom-hq.mbx.medcom-eeo@health.mil for complaints or usarmy.jbsa.medcom-hq.mbx.medcom-ra@health.mil for reasonable accommodations.



MARY KRUEGER IZAGUIRRE
Lieutenant General, USA
The Surgeon General and
Commanding General, USAMEDCOM