



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON YONGSAN
UNIT #15333
APO AP 96205-5333

IMYN-ZA

7 NOV. 2016.

UNITED STATES ARMY GARRISON-YONGSAN (USAG-Y) POLICY LETTER # 8

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Employment Opportunity (EEO) and Affirmative Action

1. **REFERENCES:**

a. Army Regulation (AR) 690-12, Equal Employment Opportunity and Affirmative Action, 4 March 1988.

b. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004.

c. Department of the Army Memorandum, Procedures for Providing Reasonable Accommodation for Individuals with Disabilities, 19 March 2009

d. 29 Code of Federal Regulations, Part 1614, Federal Sector Equal Employment Opportunity.

2. **APPLICABILITY:** This policy applies to Army civilian employees, applicants for employment, former employees, and certain contractor personnel serviced by the USAG-Y Equal Employment Opportunity Office.

3. **PURPOSE:** This command is committed to the principles of equal employment opportunity by ensuring all employees and applicants for employment receive fair and equitable treatment. I will not tolerate discrimination in any form. Leaders at all levels are responsible and are held accountable for fostering and maintaining a discrimination-free work environment and ensuring human capital decisions, practices, and polices are fair, appropriate and equitable.

4. **GENERAL:** The full realization of equal employment opportunity is achieved through continuing programs of affirmative employment within this command. Leaders must be aware and routinely take steps to identify, examine, and remove barriers to equal participation at all levels of the workforce. Barriers to employment may include policies, practices and/or procedures that limit or tend to limit employment opportunities

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for people of particular race, color, religion, sex, national origin, age (40+), physical/mental disability, genetic information, and/or retaliation.

5. We will work together to identify and eliminate barriers from the work environment so qualified applicants and employees are free to compete for job opportunities and take part in workforce development to the fullest extent possible. I expect all leaders across the command to adhere EEO principles and practices, as required by applicable laws, and to undertake the goals of affirmative employment with the same leadership and zeal as other organizational responsibilities.

6. When sensitive EEO issues or systemic problems arise, I expect prompt resolution at the lowest possible level in a manner that is both fair and equitable. Adherence to EEO principles exemplifies prudent leadership and is the right thing to do.

7. This policy is effective immediately remains in effect until rescinded or superseded.

8. The point of contact is Anna M. Revere, EEO Director, USAG Yongsan and Area II, DSN (315) 738-4085, anna.m.revere.civ@mail.mil.



J. SCOTT PETERSON
COL, CA
Commanding

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