



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
NORTHEAST REGION
HEADQUARTERS, US ARMY GARRISON, FORT A.P. HILL
18436 4TH STREET
FORT A.P. HILL, VIRGINIA 22427-3114

REPLY TO
ATTENTION OF

IMNE-APH-HR

7 August 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy Statement on Equal Opportunity and Equal Employment Opportunity (EO/EEO) – Policy Memorandum #8

1. Applicability. This policy statement applies to all military and civilian personnel of Fort A.P. Hill.
2. Proponent. Directorate of Human Resources (DHR), extension 8326.
3. Reference. AR 600-20 and AR 690-600.
4. Policy.

a. I pledge my commitment to carrying out a result-oriented EO/EEO Program, including all aspects of affirmative action. Each Director, Manager and Supervisor will be held accountable for the success of the EO/EEO Program. You will discharge your responsibilities in a manner to reflect credibility and promote integrity in every area of personnel management and be appropriately evaluated on your performance.

b. Commanders and Supervisors should identify problem areas, personally confront issues, and vigorously seek solutions. Elements of doubt and misunderstanding must be eliminated. The Installation Equal Opportunity and Equal Employment Opportunity staffs are available to advise and assist individuals, as well as Directors, Managers, and Supervisors.

c. An aggressive and viable Equal Opportunity Program is an integral and essential element of Fort A.P. Hill's quality of life goal of creating training, working, and a living environment for our personnel that fosters personnel readiness and commitment to mission accomplishment.

d. Who May File: all Fort A.P. Hill Soldiers, employees, former employees, certain contract employees, or applicants for federal employment at Fort A.P. Hill have the right to file complaints of discrimination and/or reprisal if they believe they have been discriminated against because of race, color, religion, gender, national origin, age (over 40), mental or physical disability and reprisal (based on previous EEO activities).

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e. Where and How to File: Individuals shall attempt to resolve complaints informally by speaking to the offender and providing the chain-of-command an opportunity to resolve the issue. Although using the chain-of-command is strongly encouraged, it will not serve as the only channel available to the complainant. Alternate channels are listed in AR 600-20 for Warriors. Civilians, however, are not subject to discipline under this regulation. The provisions of AR 690-600 governs them. If a complaint cannot be resolved informally, it will be filed, in writing, on DA Form 7279-R and processed IAW AR 600-20. Any commissioned officer, to include Commanders, is authorized to administer the oath of EO complaints. If the complaint is against the commander or members of the Chain-of-Command, it will be directed to a higher echelon commander in the individual's chain or the Installation Equal Opportunity Office.

5. Point of Contact. Debbie Moore, Director for Human Resources, at (804) 633-8326.

JOHN W. HAEFNER
LTC, EN
Commanding

DISTRIBUTION:

All Military
All Civilians