



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

IMYN-EE

**US ARMY GARRISON YONGSAN POLICY LETTER 13-1**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison (USAG) Yongsan Policy Letter # 13-1 (Revised) Commander's Policy on Equal Employment Opportunity (EEO) and Affirmative Employment.

1. This policy is effective immediately. It remains in effect until rescinded or superseded.
2. References:
  - a. 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 on 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.
3. This policy applies to Army civilian employees, applicants for employment, former employees, and certain contractor personnel serviced by the USAG Yongsan Equal Employment Opportunity Office.
4. This Command is committed to the principles of equal employment opportunity by ensuring that 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 will be held accountable for fostering and maintaining a discrimination-free work environment and ensuring human capital decisions, practices, and policies are fair, appropriate and equitable.

IMYN-EEO

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5. The full realization of equal opportunity in employment can be achieved through continuing programs of affirmative employment within this Command. Leaders should be aware of 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, and or practices that limit or tend to limit employment opportunities for people of a particular race, color, religion, sex, national origin, age (40+), physical/mental disability, GINA, and/or reprisal.

6. We must work together to identify and eliminate barriers from the work environment so that qualified applicants and employees are free to compete for job opportunities and take part in workforce development to the fullest extent possible. I expect Commanders, Directors, Managers, Supervisors and Leaders at every level, to adhere to 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.

7. I strongly encourage leaders to consult with the Command's EEO Officer for advice and guidance when making critical employment decisions in an effort to minimize the risk of litigation to the command. 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 the principles of EEO exemplifies prudent leadership and is the right thing to do.

8. Point of contact for this action is Anna M. Revere, EEO Manager, USAG Yongsan and Area II, DSN (315) 738-2980/4085.



MARIA P. EOFF  
COL, LG  
Commanding

DISTRIBUTION:

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