



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU
UNIT #15746
APO AP 96218-5746

IMDA-EE

19 AUG 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison (USAG) Daegu Policy Letter # 18, 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 It remains in effect until rescinded or superseded.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 and IMCOM Supplemental 1, 31 March 2011.
 - 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.
 - e. Department of Defense Directive 1440.1, 21 May 1987, The DoD Civilian Equal Employment Opportunity (EEO) Program
3. This policy applies to Army civilian employees, applicants for employment, former employees, and certain contractor personnel serviced by the USAG Daegu 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.
5. The full realization of equal opportunity in employment can be achieved through continuing programs of affirmative employment within this command. Leaders should

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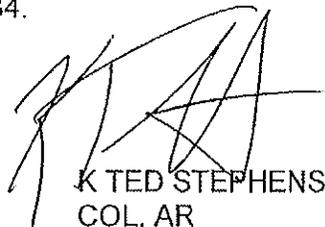
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be aware of-and routinely take steps to identify, examine, and remove-barriers to equal participation at all levels of the workforce. Barriers to employment may include policies, and or practices that limit or tend to limit employment opportunities for people of a particular race, color, religion, sex, national origin, age (40+), physical/mental disability, genetic information, and/or reprisal.

6. We must work together to identify and eliminate barriers from the work environment so that qualified applicants and employees are enabled to compete for job opportunities and participate in workforce development to the fullest extent possible. I expect Commanders, Directors, Managers, Supervisors and Leaders at every level to promote, enforce, adhere to and implement fully, the six essential elements of a Model EEO Program as set forth in Equal Employment Opportunity Commission (EEOC) Management Directive 715 and to undertake the goals of affirmative employment with the same leadership and zeal as other organizational responsibilities. Command progress in relation to these six essential elements shall be closely monitored and measured and will be reported to me on an annual basis during the State of the Agency Brief.

7. Lastly, when sensitive issues or systemic problems arise which could result in a complaint of discrimination, I expect all involved parties to communicate honestly and openly and to engage in good faith efforts to achieve a prompt and fair resolution at the lowest possible level. Adherence to the principles of EEO exemplifies prudent leadership and is the right thing to do.

8. Point of contact for this action is Madonna Lachman, EEO Manager, USAG Daegu and Area IV, DSN (315) 768-7174/8634.



K TED STEPHENS
COL, AR
Commanding

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