



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON JAPAN  
UNIT 45006  
APO AREA PACIFIC 96343-5006

COMMAND POLICY  
690

IMJN-EE

18 November 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Employment Opportunity (EEO)

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.

2. PURPOSE. To establish the Garrison Commander's Policy on Equal Employment Opportunity.

3. APPLICABILITY. Applies to all current Department of the Army DAC (DAC) employees, former employees, and applicants for employment.

4. POLICY.

a. I am strongly committed to the principles of EEO and the implementation of EEO policies and objectives that will enhance the quality of our work life and the productivity in our workplace. The greatest resource at U.S. Army Garrison Japan (USAG-J) is our employees. It is my goal to create a positive workplace where all employees feel comfortable that their work and individual contributions count.

b. It is USAG-J's policy to promote and ensure EEO for all persons regardless of race, color, national origin, sex, age, religion, genetics, disability or reprisal for prior EEO activity. Discrimination has no place at USAG-J. It cannot and will not be tolerated. Managers and supervisors must lead by example and monitor the workplace to ensure that the environment is free from discrimination, hostility, intimidation, reprisal, and harassment. All employees at USAG-J are responsible for implementing EEO policy in their daily actions, conduct, and decisions. Managers, supervisors and employees alike must treat each other with respect and professionalism. All managers and supervisors are also reminded again of their responsibility to prevent, document, and promptly correct harassing conduct in the workplace.

5. GENERAL.

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a. Individuals who believe that they are victims of discrimination (including sexual harassment) are responsible for voicing their opposition to such behavior and reporting incidents to their chain of command or the EEO Office. Individuals who wish to initiate a discrimination complaint must contact an EEO Official within 45 calendar days of the incident. Complaints of discrimination will receive immediate attention and processed in accordance with AR 690-600. Discrimination based on non merit factors (such as sexual orientation, marital status, parental status or political affiliation) may file a complaint with the Office of Special Counsel and/or use appropriate grievance procedures.

b. Supervisors and managers within the Garrison area of responsibility (both military and DAC) must demonstrate the same dedication and involvement in achieving the command's EEO goals as they display in accomplishing other mission goals and objectives. Adherence to the principles of EEO exemplifies prudent leadership and is the right thing to do. I expect the performance evaluations of military and DAC leaders to identify the level of success that was achieved in meeting the EEO objectives.

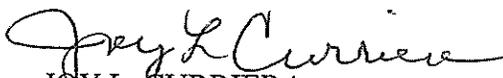
c. I strongly encourage leaders to consult with the Command's EEO personnel when making critical employment decisions in the recruitment, selection, training, promotion, discipline, awards and retention of DAC employees. When sensitive EEO issues or systemic problems arise, I expect prompt resolution at the lowest possible level in the chain of command. Newly-appointed supervisors, including Army military personnel who supervise DACs, must receive supervisory/managerial training in EEO within 90 days of their appointment.

d. A copy of this policy will be posted on all official bulletin boards and at typical points of building entry to assure that all employees have ready access to it. I appreciate your continued dedication to fulfilling the mission of our agency and thank you for your service to the nation.

6. The proponent for this command policy is the EEO Officer, EEO Office, at Defense Switched Network (315) 263-3792 or commercial +81-46-407-3792.

7. This command policy supersedes USAG-J Command Policy 690, 21 July 2011.

8. This memorandum will expire when superseded.

  
JOY L. CURRIERA  
COL, AG  
Commanding

DISTRIBUTION:

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