



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON OKINAWA  
UNIT 35114  
APO AREA PACIFIC 96376-5114

REPLY TO  
ATTENTION OF:

COMMAND POLICY  
690

IMJN-OZA

17 September 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Employment Opportunity (EEO) and Anti-Harassment

1. REFERENCES:

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

b. Army Regulation (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: This policy applies to all personnel assigned to U.S. Army Garrison Okinawa (USAG Okinawa).

4. POLICY:

a. This command will provide affirmative equal employment opportunity to persons regardless of race, color, national origin, sex, age, religion, genetics, disability or reprisal for prior EEO activity. I am personally committed to the principles of EEO and will not tolerate any form of unlawful discrimination. I expect this same commitment from all leaders in the U.S. Army Garrison Okinawa (USAG Okinawa) community.

b. I am particularly concerned about workplace harassment including sexual harassment. Harassment includes, but is not limited to, any offensive conduct such as slurs, jokes or other verbal, nonverbal or physical conduct that has purpose or effect of intimidating, offensive or hostile environment. Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay or career; or (b) submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; or (c) such conduct has the

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purpose or effect of unreasonably interfering with an individual's work performance or creates and intimidating, hostile or offensive working environment.

c. 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 Okinawa 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:

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. Department of the Army Civilian Employees (DACs), former DACs, and applicants for employment who wish to initiate a discrimination complaint must contact an EEO Official within 45 calendar days of the incident. Master Labor Contact (MLC) employees who believe they are victims of discrimination (including sexual harassment) should also promptly report such incidents to the chain of command or the EEO officer or to the Kadena Civilian Personnel Office (CPO). Although current law does not permit MLC EEO complaints to be processed through the United States EEO Commission complaints system, such complaints will be thoroughly investigated and appropriate action taken to resolve and remedy the situation. Complaints 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 USAG Okinawa area of responsibility (both military and civilian) 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 civilian 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 civilian employees. When sensitive EEO issues or systemic problems arise, I expect prompt resolution at the lowest possible level in the chain of command. Ensure all required personnel complete the mandatory Army EEO, Anti-Harassment and No Fear Training (EEO-203A for Non-Supervisors,

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EEO-203B for Supervisors) that is available at

<https://www.atrrs.army.mil/SELFDEVCTR/CATALOG/COURSE.ASPX>.

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.

6. The proponent for this policy is the EEO Office, USAG Japan at DSN (315) 263-3792.

7. This command policy will remain in effect until rescinded or superseded.

//Original Signed//  
LANCE A. O'BRYAN  
LTC, FA  
Commanding

DISTRIBUTION:

All USAG Okinawa Personnel