



OFFICE OF THE SUPERINTENDENT
UNITED STATES MILITARY ACADEMY
WEST POINT, NEW YORK 10996-5000

MASP

JUN 27 2022

MEMORANDUM FOR ALL Personnel Assigned to the West Point Military Reservation and Fort Hamilton

SUBJECT: Command Policy #12 Equal Employment Opportunity (EEO)

1. REFERENCES:

- a. Army Regulation (AR) 690-12 (Equal Employment Opportunity and Diversity)
- b. AR 690-600 (Equal Employment Opportunity Discrimination Complaints)

2. PURPOSE: To provide an Equal Employment Opportunity (EEO) Policy to all management, employees and applicants for employment at USMA.

3. APPLICABILITY: This policy applies to all West Point Military Reservation, Fort Hamilton, and tenant activity commanders, leaders, supervisors, employees, and applicants for employment.

4. Policy:

a. As the Senior Mission Commander, I am firmly committed to the principles of Equal Employment Opportunity as required by Title VII of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Equal Pay Act of 1963, the Notification and Federal Employee Anti-Discrimination and Retaliation Act of 2002 (NO FEAR Act) and the Genetic Information Nondiscrimination Act of 2008. These laws prohibit discrimination and/or harassment against employees, former employees, applicants for employment and some contractors based on race, color, religion, national origin, sex (to include sexual orientation or gender identity), disability (physical or mental), age (over 40), genetic predisposition or reprisal for prior EEO-protected activity. Adherence to EEO principles will ensure equal employment opportunity for all current and potential future employees and will ensure the existence of a work environment free from discrimination. The absence of unlawful discrimination in the workplace will set the stage for the achievement of mission accomplishment and maximum diversity within the workforce.

b. It is my expectation that directors, managers, supervisors and employees will demonstrate a sincere commitment to the principles embodied by all Equal

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Employment Opportunity laws, directives and regulations. Directors will foster a work environment that is all inclusive, free of discrimination and provide their subordinate leaders and employees with the tools they need to succeed and advance in their employment endeavors.

c. It is the responsibility of the aggrieved party to contact the EEO Office within 45 calendar days of: a) the incident they believe to be discriminatory; b) the effective date of the personnel action they believe to be discriminatory; or c) the date they become aware that discrimination may have occurred. The aggrieved party will be informed of their rights and responsibilities for every step of the process. The Alternative Dispute Resolution program will be explained to the aggrieved and may be offered resolve the complaint at the lowest level.

d. It is every individual's right to initiate the EEO process without fear of retribution. It is the responsibility of supervisors and managers to protect employees' rights when they engage in the EEO process.

e. It is an Army requirement that all employees (and military members that supervise civilian employees) receive EEO training annually. The primary source of EEO training is in Army ATRRS listed under EEO/NO FEAR/Anti-Harassment. If an organization cannot access this site due to the inability of its employees to have computer access, the supervisor should contact the EEO Office to coordinate for an alternate form of training.

f. I hold all directors, managers, and supervisors accountable through their performance objectives for their efforts to ensure equal employment opportunity for all their employees.

g. A copy of this policy will be prominently displayed on official bulletin boards and other appropriate media and will be distributed to all employees during in-processing.

5. PROPONENT: The EEO Office is the proponent for this Policy. POC is Mr. Stephen Jenkins, EEO Director. Mr. Jenkins can be reached via email at stephen.w.jenkins3.civ@army.mil or by telephone at (845) 938-3052/DSN 688-3052.



STEVEN W. GILLAND
Lieutenant General, US Army
Superintendent