



REPLY TO
ATTENTION OF

OFFICE OF THE DEAN
UNITED STATES MILITARY ACADEMY
WEST POINT, NEW YORK 10996

MADN

20 August 2020

DEAN POLICY MEMORANDUM (DPOM) 01-25

SUBJECT: Equal Employment Opportunity (EEO) Policy Memo

1. **PURPOSE:** To provide EEO Policy to management, employees, and applicants for employment within the United States Military Academy (USMA) Dean's Directorate.

2. **REFERENCES:**

a. AR 690-12, Equal Employment Opportunity (EEO) and Affirmative Action, dated 22 December 2016.

b. AR 690-600, Equal Employment Opportunity Discrimination Complaints, dated 9 February 2004.

c. USMA Equal Employment Opportunity (EEO) Policy Memo, dated 14 December 2014.

3. **APPLICABILITY:** This policy applies to all personnel assigned or attached to the USMA Dean's Directorate.

4. **POLICY:**

a. As the Dean of the West Point Academic Board, I am firmly committed to the principles of Equal Employment Opportunity as required by Title VII of the Civil Rights Act of 1964, the Age of Discrimination in Employment Act of 1967, the Rehabilitation Act of 1973, 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 or harassment against employees, former employees applicants for employment and some contractors based on race, color, religion, national origin, sex (including sexual orientation or gender identity), disability (physical or mental), age genetic predisposition or reprisal for prior EEO protected activity. Adherence to EEO principles will ensure equal employment opportunity for all 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 employee cooperation within the workforce.

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b. It is my expectation that directors, managers, supervisors and employees will adhere to the principles embodied by all Equal Employment Opportunity laws, regulations and directives. 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 became 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 and may be offered as a way to resolve the complaint at the lowest level.

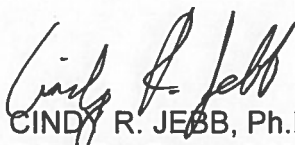
d. It is every individual's right to initiate the EEO process without fear of retribution. It is the responsibility of supervisors and managers to ensure that employees' rights are protected when they engage in the EEO process.

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 located in ARMY ATRRS listed under EEO/NO FEAR/Anti-Harassment training. If an organization's employees cannot access this site (such as lack of computer access for the employees) the supervisor should contact the EEO Office to coordinate an alternate form of training.

f. Directors, managers and supervisors will be held accountable in their efforts to ensure equal employment opportunity for all their employees through their performance objectives.

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 the in-processing process.

5. **PROPONENT:** The EEO Office is the proponent for this Policy. POC is Mr. Stephen Jenkins, EEO Director. Mr. Jenkins may be reached via email at stephen.jenkins@usma.edu or by telephone at (845) 938-3052.



CINDY R. JEBB, Ph.D
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