



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
EUROPE REGION
UNIT 29353, BOX 200
APO AE 09014-0200

IMEU-EE

29 NOV 2011

MEMORANDUM FOR All IMCOM-Europe Region Personnel

SUBJECT: Equal Employment Opportunity (EEO) in IMCOM-Europe

This memorandum expires in 1 year.

1. This memorandum supersedes memorandum, IMCOM-Europe, IMEU-EE, 17 September 2010, subject as above.
2. Successful mission accomplishment can be achieved only in an environment of mutual respect, dignity, and fair treatment. Unlawful discrimination violates the highest standards of honesty, integrity, and organizational values needed to accomplish our mission.
3. The Equal Employment Opportunity (EEO) program is designed to ensure all people are treated with dignity and respect. The objectives of the program can be met only through the united efforts of all personnel. In support of this, I will not tolerate discrimination based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, genetic information, or retaliation for having engaged in EEO activity. I am committed to providing everyone a work environment where unlawful harassment, including sexual harassment, is not tolerated.
4. Leaders and supervisors at all levels have a special responsibility to support these objectives by recognizing and eliminating improper behavior and violations of EEO policy. We simply cannot permit unlawful prejudice, in any form, to detract from the accomplishment of our mission, nor allow it to work against any member of the IMCOM-Europe team.
5. All personnel must be allowed to carry out their jobs and achieve their potential based on their abilities, merits, and qualifications. Our mission requires trust, which can be achieved only when individuals know that they are treated fairly and with respect.
6. Leaders and supervisors will remain proactive in preventing and eliminating unlawful discrimination. Leaders must make it clear that unlawful discrimination will not be practiced, condoned, or tolerated. When complaints arise, we must work to resolve them impartially and promptly, starting at the lowest possible level. All personnel assigned to IMCOM-Europe must be able to report violations without fearing acts or threats of reprisal.
7. A copy of this memorandum will be posted on all official bulletin boards and made available to all personnel assigned to IMCOM-Europe.

A handwritten signature in blue ink that reads "Kathleen Y. Marin".

KATHLEEN Y. MARIN
Director



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
UNITED STATES ARMY GARRISON ANSBACH
UNIT 28614
APO AE 09177-8614

IMEU-ANS-ZA

08 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #6 - Equal Employment Opportunity (EEO)

1. Provide Equal Employment Opportunity and an environment free from prejudice and unlawful discrimination are essential to the fulfillment of our mission requirements, and to ensure all civilian employees are afforded an opportunity to achieve their full potential. Mission accomplishment can only be achieved in an environment of mutual respect, dignity, and fair treatment. In order to foster this environment, leaders must ensure that employment decisions are based solely on merit system principles.

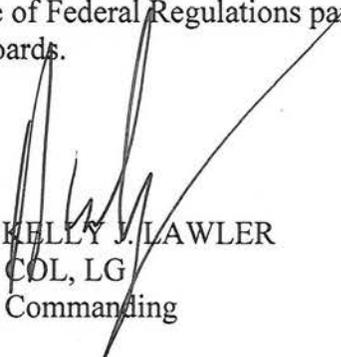
2. We must provide opportunities based on merit, to each Civilian employee, former employee, or applicant for employment, without regard to race, color, gender, national origin, age (40 and over), reprisal, religion, physical or mental disability, or genetics.

3. Unlawful discriminatory factors or practices are not to enter the decision making process for job selection, work assignment, awards, training or discipline.

4. I endorse and promote EEO principles. I expect each leader, manager, and supervisor to comply with federal laws and Department of Army regulations prohibiting unlawful discrimination in the work place, and to assist me in ensuring that equal employment opportunity remains the standard throughout the United States Army Garrison Ansbach area of responsibility.

5. Leaders, managers, and supervisors are responsible for ensuring that all Civilian employees complete required annual mandatory equal employment opportunity training.

5. Under the provisions of Title VII and 29 Code of Federal Regulations parts 1614, this policy statement will be posted on all official bulletin boards.


KELLY J. LAWLER
COL, LG
Commanding



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
UNITED STATES ARMY GARRISON ANSBACH
UNIT 28614
APO AE 09177-8614

IMEU-ANS-EEO

08 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #7 - Equal Employment Opportunity Complaint Filing Procedures

1. PURPOSE: To establish procedures for filing EEO complaints of discrimination to seek redress.

2. WHO MAY FILE: Any employee, former employee, or applicant for employment who believes that he or she has been discriminated against because of race, color, religion, gender, national origin, age, physical or mental disability, and/or reprisal in an employment matter, including EPA complaints, subject to the control of the Army. Contact with the EEO office must occur within **45 calendar days** of the date of the alleged discriminatory act or event; or within **45 calendar days** from the effective date of a personnel action; or **45 calendar days** from the time you became aware of the alleged discriminatory action or event. The procedures for filing complaints of discrimination are outlined in AR 690-600.

3. WHERE TO FILE: Complaints of discrimination may be filed with the following officials:

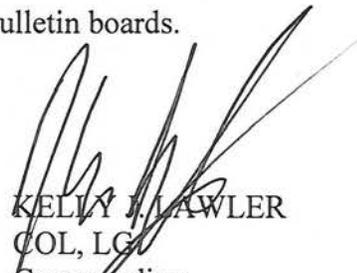
Equal Employment Opportunity Officer
Building 5254, Room 311, Barton Barracks
Unit 28614
APO AE 09177

Commander, USAG Ansbach
Building 5253, Barton Barracks
Unit 28614
APO AE 09177

Department of the Army,
Director, Equal Employment Opportunity/Civil Rights
ATTN: Deputy for EEOCCR (SAMR-EO-CCR)
1901 S. Bell Street, Suite 109B
Arlington, VA 22202-4508

Secretary of the Army
ATTN: SAMR-EO-CCR
1901 S. Bell Street, Suite 109B
Arlington, VA 22202-4508

4. This policy letter will be posted on all official bulletin boards.


KELLY J. LAWLER
COL, LG
Commanding