



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON GRAFENWOEHR  
UNIT 28130  
APO AE 09114-8130

24 MAR 2012

IMGF-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Bavaria Military Community Policy Letter #3; Equal Employment Opportunity (EEO) and Complaint Procedures

1. **Effective Date.** This letter remains in effect until superseded or rescinded.
2. **Scope.** This policy letter is applicable to all U.S. civilian employees, civilian applicants for employment, and Soldiers within the USAG Grafenwoehr area of responsibility. Violators of this policy and leaders who fail to take the appropriate action are subject to administrative or punitive actions to include punishment under the Uniform Code of Military Justice.
3. **References.**
  - a. Code of Federal Regulations, Title 29, part 1614, Federal Sector Equal Employment Opportunity, section 1614.101(a) and 1614.105.
  - b. AR 690-12, Equal Employment Opportunity and Affirmative Action.
  - c. Equal Employment Opportunity Commission (EEOC) Management Directive (MD) 715 (<http://www.eeoc.gov/federal/eeomd715.html>).
  - d. AR 690-600, Equal Employment Opportunity Discrimination Complaints.
4. **Policy.**
  - a. Army readiness begins with people. How we treat our employees directly affects their performance. Successful mission accomplishment can only be achieved in an environment of mutual respect and fair treatment. Federal laws and regulations prohibit discrimination based on race, color, religion, sex, national origin, age, physical or mental disability, genetic information and or reprisal from participation in a protected EEO activity.
  - b. Decisions and actions affecting civilian employees or applicants for employment will be based on merit considerations. Specifically, I expect commanders, managers, and supervisors to apply EEO principles to all personnel management policies, procedures, and actions that affect employment to include recruiting, hiring, promotions, training, awards, assignments, discipline, terminations, performance appraisals, and overseas tour extensions.
  - c. Discrimination violates the high standards of personal integrity, initiative and discipline that are needed to perform our mission. Support of the principles of the EEO program will

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remain a critical element in the appraisals of managers and supervisors who have the responsibility of maintaining a work environment free of discrimination and harassment.

d. Civilian employees, former employees, and applicants for employment who believe they have been discriminated against based on their race, color, religion, sex, national origin, age, physical or mental disability, genetic information and or reprisal from participation in an EEO activity must initiate pre-complaint processing by consulting the USAG Grafenwoehr EEO Office.

e. The untimely filing of a pre-complaint may result in the complaint being dismissed. Pre-complaints must be initiated within 45 calendar days after one of the following:

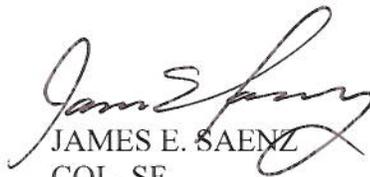
(1) The date that the alleged discriminatory act occurred.

(2) The effective date of the personnel action that is the subject of the complaint.

(3) The time that the complainant became aware or reasonably should have become aware of the alleged discriminatory action.

f. Leaders at all levels will adhere to the principles of EEO in order to accomplish our mission. I direct managers, supervisors, and employees to participate in annual EEO training and encourage their participation in the special emphasis program committee. All supervisors must lead by example, show respect to others, create a positive work environment, assure EEO principles are discussed during counseling and included in supervisory performance evaluations.

5. **Point of Contact.** Point of contact for this memorandum is the USAG Grafenwoehr EEO Office at 475-8360 or 475-6390.

  
JAMES E. SAENZ  
COL, SF  
Commanding

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