



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 Civilian 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 United States Military Academy (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 base on race, color, religion, national origin, sex (to include 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 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.

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b. It is my expectation that directors, managers, supervisors, and employees will demonstrate a sincere commitment to the principles embodied by all Equal 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 forty-five 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. Supervisors and managers are responsible for protecting 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 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 an alternative 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. The Point of Contact for this Memorandum is Mr. Stephen Jenkins, EEO Director, via email at wpeeo@army.mil or by phone at (845) 938-3052/DSN 688-3052.

A handwritten signature in black ink, appearing to read "Steven W. Gilland", is positioned above the printed name and title.

STEVEN W. GILLAND
Lieutenant General, US Army
Superintendent