



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY GARRISON, ALASKA
600 RICHARDSON DRIVE # 6000
FORT RICHARDSON, ALASKA 99505-6000

REPLY TO
ATTENTION OF:

APVR-GC

9 October 2003

MEMORANDUM FOR SEE DISTRUBTION

SUBJECT: USAG-AK Policy on Equal Employment Opportunity (EEO) for Civilian Personnel
(AK-GC Policy #03-01)

1. We continue to live in a time when we are encountering change around every corner. While some of those changes may appear threatening, many times they provide an opportunity for growth. That growth, however, is incumbent upon finding new ways of improving effectiveness and efficiency and managing changes to our greatest advantage. It requires maximum utilization of our most valuable resource – people.

2. Unlawful employment discrimination impedes mission accomplishment and readiness and is not acceptable. One of our Army core values remains that of focusing on courtesy, compassion, and respect toward people. This core value, along with other core values and functions, remains a nonnegotiable imperative that applies to our employees as well as those we serve.

3. I fully support our Equal Employment Opportunity (EEO) and Affirmative Employment Programs. They are designed to promote employment and advancement-related opportunities for women, minorities, and individuals with disabilities. All commanders, managers, and supervisors must maintain and foster a positive EEO climate if we are to continue transforming to a better organization. As we collectively work together, confronting change and accomplishing our mission, let us hold steadfast to the belief that equality and respect is vital to our success.

4. While this command is committed to providing a work place free of discrimination, the EEO complaint process provides a forum for employees, applicants, and former employees to exercise their right to address acts of discrimination. Individuals who believe they are being *discriminated against in employment matters because of race, color, religion, sex (including sexual harassment), national origin, age, non-disqualifying physical/mental disability, and/or reprisal for previous EEO activity* may have the right to initiate an EEO complaint. For more information on the EEO complaint process or to initiate an EEO complaint, please contact your Servicing EEO Office:

Fort Richardson
Wanita Pressley
(907) 384-2080

Fort Wainwright
Mae Marsh
(907) 353-9063

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5. It is my policy to resolve complaints at the lowest possible level. Commanders, managers, and supervisors are expected to make every effort to resolve EEO complaints during the informal stage. To ensure appropriate emphasis is placed on EEO Counseling, including alternative dispute resolution (ADR), management officials will make themselves available and cooperate fully with EEO program officials.

6. The EEO ADR program, MEDIATE, offers an opportunity to resolve workplace disputes creatively and effectively, through mediation, and results in saving time, energy, and funds associated with protracted conflict and litigation. MEDIATE does not substitute existing EEO complaint procedures, it supplements the process. If disputes are not resolved with MEDIATE, rights are retained to pursue redress through EEO complaint procedures. I strongly support and encourage use of the MEDIATE program to resolve EEO disputes within this organization.

7. EEO policy questions can be directed to Sandra Martinez, USAGAK EEO Officer, at 384-2034 or via email at sandra.martinez@richardson.army.mil.



DONNA G. BOLTZ
COL, MP

Commander, U.S. Army Garrison, Alaska

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