



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

JUL 24 2016

IMBA-EE

MEMORANDUM FOR All USAG Bavaria Military and Civilian Personnel

SUBJECT: USAG Bavaria Policy Letter #4, Equal Employment Opportunity (EEO) and Complaint Procedures

1. Reference AR 690-600, Equal Employment Opportunity Discrimination Complaints.
2. Army readiness begins with people, and 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/gender, national origin, age, physical or mental disability, genetic information and/or reprisal for protected EEO activity.
3. 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.
4. Leaders at all levels will adhere to EEO principles to accomplish our mission. I direct managers, supervisors, and employees to participate in annual EEO training and encourage their participation in EEO activities (serving as a collateral duty EEO Counselor or Mediator). All supervisors must lead by example, show respect to others, create a positive work environment, ensure EEO principles are discussed during counseling and included in supervisory performance evaluations.
5. Civilian employees, former employees, and applicants for employment who believe they have been discriminated against must initiate a precomplaint within 45 calendar days of the matter alleged to be discriminatory or the personnel action alleged to be a discriminatory action. Untimely filing may result in the complaint being dismissed.
6. POC for this policy is the USAG Bavaria EEO Office at 475-8360/6390.


LANCE C. VARNEY
COL, IN
Commanding